BEHAVIOUR GUIDANCE / ANTI BULLYING POLICY:

At Monash Kindergarten we are committed to the provision of an inclusive, play based, quality teaching and learning program in a safe supportive, positive learning environment for children and their families. This behaviour guidance policy has been developed to ensure that all children and adults show respect and consideration for the safety of others. This is evident when all people practise appropriate and safe behaviours.

We Believe that:
- Everyone has the right to feel safe at the centre at all times.
- Children learn best when they experience success and feel good about themselves.
- Negative behaviour changes more quickly when handled in a positive way.
- Children learn that behaviour has consequences and that individuals need to accept responsibility for their behaviour.
- Staff have the right to carry out their duties in a friendly cooperative and supportive environment.
- All children are individual and will have different responses depending on circumstances therefore staff and parents should collaborate to produce an individual strategy for addressing any challenging behaviours.
- Staff and parents need to share the responsibility for managing challenging behaviours by being consistent at all times, by creating safe and secure environments for children and by modelling appropriate behaviours.

We accept that:
- Children feel angry, frustrated and upset at times and need help to express their feelings.
- Children learn from experiences what about what acceptable behaviour looks and feels like.
- Children need to learn how to manage experiences involving negative feelings from other people and they are not always ‘going to get this right’.

We expect that in all interactions children, staff and parents will support and encourage these acceptable behaviours:

✓ Respecting and caring for others which involves being cooperative, polite, friendly and helpful as well as respecting their work and belongings.
✓ Using appropriate language and actions including being fair, supportive, patient and listen sympathetically.
We expect that in all interactions children, staff and parents will discourage these unacceptable behaviours:

- **Endangering/hurting/bullying others** physically or emotionally including using inappropriate language such as teasing, name calling, racism, sexism or put downs
- **Being belligerent or non compliant** and engaging in disruptive behaviour such as uncontrolled running, chasing, shouting, throwing or destroying things.
- **Monopolising** equipment / staff time

**Children:**

- Children have the right to feel safe and to practice appropriate behaviour among other children and staff.
- Children will have their feelings acknowledged and assisted to express and manage them appropriately.
- Children with special needs will have extra adult support where possible.
- Children will have appropriate behaviours modelled which encourages positive and responsible behaviour.
- No child will receive any form of corporal punishment eg. Smacking, placing in an area or room designed to exclude (sit out), frightening or humiliating them in any way.
- Limits of behaviour will be clearly expressed in positive terms and reinforced consistently in a developmentally appropriate way, building on each child’s strengths and achievements.
- Children will receive a friendly reminder about inappropriate behaviour but where necessary for safety reasons a few minutes away from the activity with an adult may be beneficial to the child.
- If children consistently display unacceptable behaviour that threatens the health or welfare:
  - Staff will record instances of unacceptable behaviour clearly indicating date, time, what happened, action taken and signature.
  - Staff will meet to discuss records of behaviours against developmental checklists and plan appropriate responses/strategies to ensure consistent relevant management.
  - Reviews will be conducted regularly to assess behaviour modification and progress and reassess strategies.
  - For continued occurrences of inappropriate behaviour a meeting between senior staff and parents will be arranged to discuss concerns, to ensure that there is no conflict between home and centre expectations and to formulate further strategies.
  - Referrals to appropriate support agencies may be required/recommended at the instigation of either the staff or the parents.
  - After the child has been given every chance to respond positively and if all methods fail to result in an improvement in behaviour, the Director may, after giving consideration to the health and safety of the other children and staff at the centre, discuss such issues as limiting attendance. Modifications to attendance will be reviewed on a frequent and regular basis with the aim of returning to normal attendance patterns as soon as possible.
Incidents of severe and threatening behaviours to any child or adult at the centre will be officially documented (ED155) and held on site as well as forwarded to relevant departments.

Parents:
- Parents have the right to feel that their children are in a safe and secure environment and that they will be listened to sympathetically if they have any concerns.
- Parents will have clear guidelines about acceptable behaviours, involvement in determining appropriate strategies for dealing with poor behaviour, avenues of support for parenting skills as well as non-judgemental communication with staff.
- A close parent/staff relationship supports children learning acceptable social skills.
- Parents /adults/visitors/volunteers will refer all behaviour issues to staff.
- Parents/adults are not to approach children to ask questions about behaviour incidents, try to investigate issues or attempt to discipline any one else’s child.
- Parents who wish to discipline their own child will not use any form of corporal punishment or use unacceptable language such as swearing, humiliating or threatening (mandatory notification principles apply).
- Agencies (external governmental, departmental, community) that can support staff, parents and the child will be consulted as required.

Staff:
- Staff will ensure that their communication with the children shows respect at all times.
- Staff will use role modelling, explanations, voice intonations and facial expressions as methods to encourage desired behaviours. Shouting and negativity will be avoided at all times.
- Staff will use observational skills in order to identify potential problems and use methods such as redirection and diversion to either avert or manage situations. Children will always be made aware of the consequences of their action.
- Staff will ensure appropriate behaviour is acknowledged/commended.
- Staff will, as required, receive training/support to recognise developmentally appropriate behaviours.
- Staff will be trained and supported in strategies for guiding appropriate behaviours and it is expected that they will receive support from parents, management and the department in dealing with difficult behaviours.

Bullying:
While bullying is often attributed to older children or even adults, it has its basis in behaviour patterns acquired and continued unchecked in the early years. Bullying is when an individual deliberately sets out to hurt or cause physical or emotional harm to others. It may be in the form of:
- Physical - causing injury or hurt.
- Verbal – name calling, insults, racist or sexist comments, threats.
- Emotional – excluding or causing others to exclude, put downs, implied threats

Bullying actions will not be tolerated at this centre by children or adults!
Instances of this will be dealt with in accordance with behaviour procedures as set out above.