

YMCA Geelong – Positive Behaviour Management Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 108-O	14/03/2017 04/04/2019	14/03/2017 07/03/2019 07/03/2019	APPROVED

1. POSITIVE BEHAVIOUR MANAGEMENT POLICY

2. INTRODUCTION

The YMCA will adopt the highest standards of behaviour, guidance and conduct at all times in the delivery of services, including our attitudes and behaviours towards children/young people, staff, volunteers and members of the community.

YMCA approach behaviours with the YMCA values of respect, responsibility, honesty and caring, to ensure the safety and wellbeing of children and young people.

3. POLICY

3.1 Clear guidelines about acceptable behaviours will be developed with ongoing input from children/young people, parents, staff, management and reflect best practice. Parents/guardians will be able to access documentation regarding behaviour guidelines and expectations.

3.2 Expectations of behaviour will be clearly expressed in positive terms and reinforced consistently in a developmentally appropriate way.

3.3 Staff will understand that a child's behaviour can be affected by many factors including, but not limited to, the following:

- Their age and development
- Their general health and wellbeing
- Staff strategies and practices
- External factors such as family, home life, or media coverage of traumatic events

3.4 Staff will take these factors into consideration when adopting strategies to respond to challenging behaviours.

- 3.5 Inappropriate behaviours that require immediate staff intervention include any behaviour which cause harm to the child/young person, or others including staff and other children/young people.
- 3.6 Staff will demonstrate acceptable behaviours as outlined in the Code of Conduct.
- 3.7 Staff will show their respect by using normal tone and volume when speaking with children/young people; allowing older children greater freedom and responsibility in recognition of their developmental stage. Shouting at children should be avoided.
- 3.8 When guiding a child/young person's behaviour, staff will identify the behaviour as the issue and not label the child/young person.
- 3.9 No child will receive any form of corporal punishment, e.g. be smacked, or be placed in a room alone, frightened or humiliated in any way, verbally or emotionally punished or have food or drink withheld as a form of punishment.
- 3.10 Staff will ensure that all children are protected from bullying, violence and harassment.
- 3.11 Parents/Guardians who wish to discipline their own children whilst in the centre will not at any time use any form of corporal punishment or unacceptable language.
- 3.12 Staff will develop supportive relationships with the children/young people which encourages them to learn skills in self-discipline, conflict resolution and interacting with others in a positive manner.
- 3.13 Staff will be given opportunities for professional development in regards to training and up to date information on strategies and ways to guide children/young people's behaviour. Where the behaviour is beyond the scope of staff training, other stakeholders will be approached to support strategy development.
- 3.14 Staff will ensure children/young people's supervision is appropriate to their stage of development and protects their safety and wellbeing at all times.
- 3.15 Staff, volunteers and Student Placements will be aware that best practice is to include transparency in their interactions and engagement of children/young people. This includes, where possible, not being in a position where they are alone with children/young people.
- 3.16 Staff will be aware of all children/young people in their care at all times and will ensure their wellbeing.
- 3.17 Staff will be aware of places(internally/externally) that require extra supervision and position themselves to minimise danger or risk of harm.

- 3.18 Staff ratios to children/young people will be maintained at all times to ensure effective supervision.
- 3.19 There are formal expectations made by YMCA of the behaviour and conduct from children and young people and their parents/carers.
- 3.20 The YMCA values respect, responsibility, honesty and caring and therefore has a zero tolerance to bullying.
- 3.21 YMCA may exclude people from participation in programs and services if they, or their behaviour, falls outside of the defined target client group or scope of services. YMCA will endeavour to refer individuals to appropriate alternative services.
- 3.22 All individuals may be excluded from participation in programs and services if they are adversely affected by alcohol, drugs and other behaviour altering substances or if they demonstrate inappropriate and unacceptable standards of behaviour as deemed by YMCA staff.
- 3.23 The YMCA will not release children to Parents/Guardians who present as adversely affected by alcohol, drug and other behaviour altering substances. This is a risk factor to the safety of the child and in contravention of our SC&YP policy.
- 3.24 Where a child/young person's behaviours are threatening/ violent/ high risk of self harm/ harm to other children, staff or customers YMCA Staff will intervene and implement strategies from Management of Violence & Aggression International Training (MOVAIT) appropriate to the nature of the situation.
- 3.25 Where a child/young person has known behavioural issues, it is the onus of the Parents/Guardians to fully disclose all information at the time of registration/booking. A behaviour management plan should outline issues and strategies to best cater for the needs of the child/young person.
- 3.26 Where a Behaviour Management Plan is in existence at a school, YMCA request that this information is provided to our service. A template of a behaviour management plan is available to families on www.geelong.ymca.org.au – School Holiday programs. Behaviour Management Plans should be updated prior to each program.
- 3.27 Communication is the key to all issues. The YMCA will communicate on all issues affecting children young people in our care if deemed necessary.

4. DEFINITIONS

Nil

5. SCOPE

This Policy reflects the needs of YMCA Geelong Inc policy and procedures and applies to all operations.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Staff / Volunteers	Understand the Policy requirements and utilise knowledge gained through the online safeguarding children training to ensure that the policy is implemented.
Co-ordinator/ Manager	Ensure that the Policy is implemented via Recruitment process with all staff. Schedule in-house MOVIAT training and coordinate staff to attend sessions

7. MONITORING, EVALUATION AND REVIEW

This policy will be reviewed on a three year cycle as a minimum or at a time governed by legislation or regulations.

Compliance will be monitored by the People and Culture Director to ensure employees/volunteers undertake the prescribed training and Policies are signed off by all staff/volunteers.

A register will be maintained by the People and Culture Director and reports will be issued.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

Safeguarding Children and Young People policy

9. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

Approved by: SMT

Meeting number and date: 14/03/2017/ 04.04.2019

Review date: 14/03/2020

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Amendment history:

Version	Date	Author	Change Description
V1	11/02/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.
V2	30/09/2015	Kimberley Maher	Updated Clauses 3.24/3.25/3.26
V3	14/03/2017	Approved by SMT	Add reference to MOVIAT training in Section 6. Roles and Responsibilities
V4	07/03/2019	Brenda Bowell/Chris Mawson	Changes policy owner from Community Programs Coordinator, Kimberley Maher to Centre Director, Paul Barbagallo Updated 3.17 Staff will be aware of places(internally/externally) that require extra supervision and position themselves to minimise danger or risk of harm. 3.27 Communication is the key to all issues. The YMCA will communicate on all issues affecting children young people in our care if deemed necessary.

Adopted and reviewed by YMCA Geelong Inc on 04/04/2019



Chief Executive Officer YMCA Geelong Inc.