



## **Behaviour Management Plan**

*In accordance with Mi Casa ASC Behaviour Management Policy, the following Behaviour Management Plan is a guideline to assist with the procedures in dealing with behavioural conflict and resolution. This is a step-by-step system to ensure fair assessment and procedures are in place, to resolve behavioural issues and that these are carried out in a manner considering all variables including ethnicity and culture.*

At Mi Casa ASC we have general expectations for children attending our programme:

### **Acceptable**

*Use nice words*

*Be helpful*

*Listen*

*Check in with the staff*

*Include each other*

*Share*

*Walk away if you are angry or annoyed*

*Talk to the staff if you are upset*

### **Unacceptable**

*Kicking / Biting*

*Bad language*

*Slapping / Pushing*

*Ignoring staff*

*Laughing at others*

*Talking over staff and children*

*Scratching / Name calling*

*Throwing things at each other*

If Behaviour is outside the parameters of 'daily management' ie; cannot be resolved using positive methods of behaviour guidance, then our Management Plan is put in place using our 3-step process.



## **Behaviour Management Three Step Process**

In the event the intervention strategies are unsuccessful, staff are to use the following three steps:

**First step** - Parent/Caregiver is contacted advising what has taken place and require immediate removal from the programme. The child may return the following day. Incident form completed by OSCAR Staff and sighted by the Supervisor (within 24 hours), the parent/caregiver must sign this.

**Second Step** - Parent/Caregiver is contacted and the child is to be removed for 24/ 48 hours and the Supervisor will advise the Social Work team what has occurred Social Work team will contact the family within 24 hours to determine if any intervention is necessary. If so they will meet with them and develop plans (i.e. Behaviour Management Plans or/and Risk management plans). Behaviour Management plans will be monitored by the OSCAR Supervisor. Incident form completed by OSCAR Staff and sighted by the Supervisor (within 24 hours), the parent/caregiver must sign this (copies can be requested). Parent/Caregiver will be given a stand down letter. The Social Work team expectation is to support the child and whanau/family to remain on the programme.

**Third Step** - If behaviours continue the Social Work team, Supervisor and whanau/family will discuss the viability of the child remaining on the OSCAR programme An outcome will be decided collectively; alternative care options for the child may need to be arranged if the child poses a risk to themselves or to the safety and well-being of other children or staff members.

## **Children with Special Needs**

Children with special needs will be included in the programme providing that the Supervisor is confident that the child's needs can be catered for, without negatively affecting the other children, and the child will benefit from being at



the programme. Full information about the child's requirements including medication, diet and supervision requirements must be obtained from the parents/caregivers and included with the child's enrolment. It is the Supervisor's responsibility to ensure that all staff and volunteers are fully aware of the child's requirements and they feel confident to provide the necessary care. If the child will require further special aids, e.g. Modified facilities, extra staff or staff training, the Supervisor will consult with the Programme Co-ordinator who will make the final decision. Each case will be considered individually and every effort will be made to include the child within the limits of the programmes resources.



In the event that a child requires the 3-step plan, the below information needs to be filed by a staff member and authorised by the Supervisor. This is kept electronically and manually for records, and a copy given to the Parent/Caregiver.

**Behaviour Management Plan - Record of Incident**

Childs Name	Childs Age	Date	Staff Signature	Supervisor Signature
Childs Background (family structure, culture, additional needs, health issues)				
Details of Incident			Steps Taken (1, 2 or 3)	
If Step 2 or 3 has been implemented, then provide details below:				
Parent Signature:			Date:	