



## YMCA WA POSITIVE GUIDANCE PROCEDURE

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YMCA WA is officially accredited as a Child Safe Organisation

**DOCUMENT CONTROL**

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## 1.0 PURPOSE

Behaviour guidance requires a broad approach for children to be physically and psychologically safe, gradually guiding them to communicate needs verbally, and developing independence skills without the use of aggressive or destructive behaviour to resolve conflict to meet their needs.

All persons working with children will encourage acceptable forms of behaviour that build children’s self-confidence and self-esteem and provide strategies to enable children to control their own behaviours.

Educators will create a physical and emotional environment that facilitates personal and social growth and assists children to regulate their energy to be appropriate to the task being undertaken.

To ensure appropriate procedures are in place that respect children’s rights and provide them with strategies and guidance to control their own behaviours.

## 2.0 SCOPE

This Policy applies to family day care staff, educator’s, students, volunteers and families.

## 3.0 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities

## 4.0 RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Law (WA) Act 2012
Education and Care Services National Regulations, 2012
National Quality Standards

## 5.0 SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS

Refer to the YConnect page for the current link to related documents listed below.

Document ID	Document Title
	Safeguarding Children & Young People Policy Y Australia
	Child Protection Policy
SD-FDC-05-04-PROD	Relationships with Children Policy

## 6.0 STEPS

Family day care educators will respect children's rights and support them to develop to their full potential by encouraging acceptable social skills and allowing them to resolve conflicts using positive behaviour. Family day care educators will support the children in their efforts to regulate their energy to be appropriate to the task to be undertaken.

The use of physical punishment by service staff, educators, volunteers, students and visitors as a behaviour guidance strategy is not acceptable under any circumstances.

The use of isolation, humiliation, intimidation, or negative labelling is not acceptable under any circumstances.

### **Educators will:**

1. Consistently encourage and support children to manage their own behaviour and respond to them appropriately.
2. Support children to communicate effectively to resolve conflict.
3. Respect the values of parents and discuss positive guidance with them.
4. Collaborate with families in regard to management and guidance strategies so consistent practices can occur across the two environments.
5. Respond to and acknowledge children's emotions such as happiness, anger, sadness, anxiety, frustration and fear
6. Establish an environment that promotes positive behaviour
7. Take into account a child's age, individual needs, personality, cultural background and the context of the behaviour
8. Offer choices in the decision making processes
9. Recognise limits with an understanding of why a child may behave in a certain way
10. Use redirection and distraction techniques
11. Implement strategies that demonstrate an understanding and empathy towards children who display behaviours that are not always consistent with their development and temperament;
12. Provide children with a clear explanation why a particular behaviour is unacceptable, and provide an alternate, acceptable behaviour;
13. Provide positive feedback when an acceptable behaviour is observed and practiced by the child.
14. Collaborate with families and service staff in managing ongoing behavioural issues.

### **Service staff will:**

1. Support educators developing and implementing appropriate positive guidance techniques for children in their service.
2. Where available notify of or provide training and professional development to encourage strategies that reinforce a positive learning environment for all children.

**If the family day care educator breaches any of the procedures set out under this policy, the family day care service is entitled to terminate the family day care educator’s registration as a member of the Family Day Care Service and the grievance procedures set out in this service policy manual will not apply.**

## 7.0 FEEDBACK

Feedback on this procedure must be directed to the Document Owner outlined in the cover of this procedure.

**The Document Owner is responsible for maintaining the currency of this document.**

## 8.0 DEFINITION OF TERMS

Term	Definition
<b>Parent</b>	Means parent or guardian of the enrolled child
<b>Educator</b>	A registered family day care educator, relief educator and educator assistant
<b>Authorised nominee</b>	In relation to a child means a person who has been given permission by the parent or family member of the child to collect the child from the educator s.170(5)