



# BEHAVIOUR GUIDANCE POLICIES AND PROCEDURES

## WHAT IS DIFFERENT?

The new behaviour guidance requirements for policies and procedures are more detailed and are separate from requirements related to abuse reporting. For the first time, staff must assess the need for guidance within the context of the child's experience as a newcomer.

These CNCR requires programs to identify positive practices and the goals they seek to achieve with those practices. The CNCR also provides a list of specific practices that are considered unacceptable.

## WHY IS IT IMPORTANT?

Behaviour guidance practices make a major difference to program operation and to the individual children receiving care. Understanding the child's experience in relation to his or her newcomer context is critical to providing care that supports settlement and positive development as an individual.

When staff know how to use positive practices to foster self-control and build relationships, everyone benefits. If staff have an understanding of the child's culture and context, and of supportive practices, there is less likelihood that challenging behaviour will persist or that staff will be tempted to use unacceptable, prohibited practices.

Even so, it is necessary to be specific about prohibited practices to ensure staff do not use them and that parents understand they are not acceptable. By sharing policies and procedures with staff and parents, you can help both adopt more positive practices.

## IMPLEMENTATION

- Work with your staff to develop Behaviour Guidance Policies and Procedures based on the required standards. Use the sample provided below in Supporting Documents to guide you. They can also think about examples of situations in which the child's need for guidance has been associated with his or her experience as a newcomer and, when appropriate, consider using their responses to such situations.



- Make sure a copy of your Behaviour Guidance Policy and Procedures is distributed to all staff and volunteers and reviewed with them before they work directly with a child and annually after the date of their first review. Keep a record of their review, and ask them to sign the record as proof they have read and understood them.
- Make sure the staff member conducting the review also signs the record to acknowledge that the review has been conducted before the staff member or volunteer works directly with a child.
- This process must be repeated annually, as stated in the CNC Requirements.

## SUPPORTING DOCUMENTS

- Sample Behaviour Guidance Policy and Procedures

## REQUIREMENTS

### 5-6 STAFF INTERACTIONS WITH CHILDREN

#### Behaviour Guidance

- b. A CNC program develops and follows written behaviour guidance policies and procedures that
  1. Are appropriate to the ages of the enrolled children and the type of CNC being provided.
  2. Require staff to assess the need for guidance in the context of each child's experience as a newcomer.
  3. Identify acceptable guidance practices that help a child develop self-control and appropriate behaviours in the context of relationships with peers and adults.
  4. State which practices are unacceptable, including but not limited to the following prohibited practices:
    - A. Use of physical punishment, including hitting, spanking, slapping, or pinching a child, including the shaking or excessive rocking of an infant,
    - B. Verbal abuse or threatening a child,
    - C. Harsh, degrading or humiliating measures in public or in private, including threats of physical punishment,



- D. Depriving a child of food, water, clothing, bedding, or opportunities for physical activities or outdoor time,
  - E. Locking exits for the purpose of confining a child or locking a child in any room, and
  - F. Isolating a child in a room or play area where the child cannot be seen or supervised.
5. Describe the steps that will be taken if a CNC staff member does not follow the policies and procedures.
- c. For each CNC staff member and volunteer, a statement is on file that includes
- 1. The signature of the staff member or volunteer, indicating that he or she has received a copy of the behaviour guidance policies and procedures and has read and understood them; and
  - 2. The name and signature of the person with responsibility for reviewing the policies and procedures with the staff member or volunteer, and the date on which the review occurred.
- d. A record that the behaviour guidance policies and procedures have been reviewed with each CNC staff member and volunteer as required in section 5-6.c.2 before the CNC staff member or volunteer works directly with a child and annually thereafter.