

# The Y Ballarat – Positive Behaviour Guidance Policy

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Policy Number	Date Approved	Date Last Amended	Status
CP017-PO	04/06/2020	28/04/2020	Final

## 1. PURPOSE

The YMCA Ballarat is committed to creating positive relationships with children and young people making them feel safe, secure and supported within our services. The Ballarat will ensure children and young people are treated with respect, consistency, fairly and equitably as they are supported to develop the skills and knowledge required to behave in a socially and culturally acceptable manner.

## 2. SCOPE

The scope of this Policy applies to all Board members, Sub Committee members, staff and volunteers. This policy applies to The Young Men's Christian Association of Ballarat Inc and related entities and the Y Ballarat Youth Services. For the purposes of this document we refer to these as the YMCA. All Procedures must conform to this Policy.

## 3. POLICY

The YMCA Ballarat 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 and members of the community. All staff and volunteers will act in accordance with the Victorian State Government's Child Safe Standards to create and maintain a child safe environment. The Child Safe Standard 7: Strategies to promote the participation and empowerment of children will work in conjunction with the Behaviour Guidance Policy.

YMCA Ballarat approach behaviours upholding the organisations values of respect, responsibility, honesty and caring, to ensure the safety and wellbeing of children and young people. This policy should be read in conjunction with the Staff/Volunteers Code of Conduct Policy.

Ballarat 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 Ballarat will endeavour to refer individuals to appropriate alternative services.

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 Ballarat staff.
- They demonstrate inappropriate and unacceptable standards of behaviour as defined in YMCA Ballarat Customer Service charter. We do not tolerate abusive or bullying behaviour.

The YMCA Ballarat 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.

#### 4. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
Ballarat YMCA Executive Team	Responsible for the review and approval of policy.
Human Resources	Responsible for providing advice in the application of this procedure in accordance with agreed service levels.
Children's Services	Responsible for meeting the requirements outlined in this procedure.
Youth and Community Engagement	Responsible for providing advice in the application of this procedure.
Recreational Services	Responsible for meeting the requirements outlined in this procedure.
Managers and Supervisors	<p>Responsible for implementing strategies to enact this procedure.</p> <p>Responsible for addressing non-compliance with this procedure.</p> <p>Ensure all YMCA personnel, including the Nominated Supervisor and Lead Educators, receive relevant policy induction and training.</p> <p>Ensure all YMCA personnel understand and can access the procedure, and other related policies and procedures, and comply with them at all times</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the procedure.</p>
All Employees and Volunteers	<p>Responsible for meeting the requirements outlined in this procedure.</p> <p>Responsible for raising concerns or complaints in accordance with this procedure.</p> <p>Nominated Supervisor and/or Person with Management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p>

## 5. DEFINITIONS

Term	Definition
Adequate supervision	<p>Adequate supervision entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, rest and transition routines.</p> <p>Services are required to comply with the legislative requirements for educator-to-child ratios at all times.</p> <p>Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.</p> <p>Adequate supervision refers to constant, active and diligent supervision of every child at the service.</p> <p>Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs and immediately intervene if necessary.</p>
Behaviour guidance	<p>A means of assisting children to self-manage their behaviour. It differs from traditional 'behaviour management' or 'discipline' which generally implies that an adult is 'managing' children's behaviour or using punishment to control children.</p> <p>Behaviour guidance applies to all forms of behaviour, not just behaviours labelled as 'negative'.</p>
Behaviour guidance plan	<p>A plan that documents strategies to assist an educator in guiding a child with diagnosed behavioural difficulties to self-manage his/her behaviour.</p> <p>The plan is developed in consultation with the Nominated Supervisor, educators, parents/guardians and other professional support agencies as applicable.</p>
Challenging behaviour	<p>Behaviour that:</p> <ol style="list-style-type: none"> <li>1. disrupts others or causes disputes between children, but which is part of normal social development</li> <li>2. infringes on the rights of others</li> <li>3. causes harm or risk to the child, other children, adults or living things</li> <li>4. is destructive to the environment and/or equipment</li> <li>5. inhibits the child's learning and relationship with others</li> <li>6. is inappropriate relative to the child's developmental age and background.</li> </ol>
Notifiable complaint	<p>A complaint that alleges a breach of the Act or Regulation, or alleges that the health, safety, or wellbeing of a child at the service may have been compromised</p>
Serious Incident	<p>An incident resulting in the death of a child, or an injury, trauma or illness for which a reasonable person would consider required urgent medical attention from registered medical practitioner or emergency services or for which the child attended or ought reasonably to have attended a hospital. E.g. whooping cough, broken limb, anaphylaxis reaction.</p> <p>This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the regulations or is mistakenly locked in/out of the service premises.</p>

## 6. LEGISLATIVE AND INDUSTRY REQUIREMENTS

### Related Legislation

Legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010:
- Education and Care Sections 165, 167, 169, 174
- Services National Regulations 2011  
Regulations 155, 101, 168, 176
- National Quality Standards
  - Quality Area 2: Children's Health and Safety
  - Standard 2.2 Each Child is protected
  - Quality Area 5: Relationships between Educators and children
  - Standard 5.1.1 Positive educator to child interactions
  - Element 5.1.2 The dignity and rights of every child are maintained
  - Standard 5.2 Relationships with children
  - Element 5.2.1 Collaborative learning
  - Element 5.2.2 Self-Regulation
- Occupational Health and Safety Act 2004

## 7. SUPPORTING DOCUMENTS

- Code of Conduct
- Education and Care National Law Act 2010
- Education and Care Services National Regulations 2011
- Commission for Children and Young People and Child Guardian Act 2000
- Australian Children's Education and Care Quality Authority
- Australian Government Priority of Access Guidelines
- Nationals Principals for Child Safe Organisations  
[https://childsafe.humanrights.gov.au/sites/default/files/2019-02/National Principles for Child Safe Organisations2019.pdf](https://childsafe.humanrights.gov.au/sites/default/files/2019-02/National%20Principles%20for%20Child%20Safe%20Organisations2019.pdf)

## 8. APPROVAL AND REVIEW

**Approved By:** Executive Management Group  
**Meeting Name:** Executive Management Meeting  
**Meeting Date:** 3<sup>rd</sup> June 2020  
**Effective Date:** 4<sup>th</sup> June 2020  
**Review Date:** April 2021  
**Procedure Owner:** Alicia Pratt OSHC Manager  
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### Amendments

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Change Description</b>
V1	January 2013	People and Culture Manganer	Policy developed
V2	October 2016	People and Culture Manager	Policy review
V3	October 2017	People and Culture Manager	Policy review
V4	June 2020	Alicia Pratt – OSHC Manager	Reviewed Policy – Re write of policy Included National Quality standards reference Included reference to Childsafe Standards