

1. Title: **Child Behaviour Management Policy**

2. Applies to: Children attending Edmund Rice Camps WA

3. Geographical Application: Western Australia

4. Legislation/Regulation: All applicable legislation/regulation

5. Policy Statement:

The Child Behaviour Management Policy outlines the standard of behaviour and conduct required of all children attending Edmund Rice Camp WA Programs.

- *We strive to continue the legacy of Edmund Rice by bringing hope and optimism.*
- *ERCWA is a unique community which values acceptance and love of everyone, working together for a common goal.*
- *We aim to encourage people to look beyond all constraining life factors, prejudices and stereotypes. We value people being their true selves and we believe in the power of positive personal interactions.*
- *Courage and belief in ourselves and one another, provides the opportunity to grow and reach our full potential.*
- *We strive to provide an environment where all individuals are given freedom of choice, and their beliefs and rights are respected.*
- *Our aim is to empower children by providing them with opportunities for personal growth within an atmosphere of fun and friendship.*

6. Scope:

The Child Behaviour Management Policy of Edmund Rice Camps WA is based on the connection of ERCWA with Edmund Rice the founder and the three values identified by Edmund Rice Education Australia (EREA); Presence, Compassion and Liberation.

7. Other Relevant Documents:

- Child Behaviour Management Flowchart
- Child Bullying and Harassment Policy
- ERCWA Escalation Profiling System

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8. Principles:

8.1 Legal Compliance

Personnel must comply with legislation, regulations and standards relevant to their position and always act in accordance with a legal duty of care. This includes, but is not limited to, legislation relating to child protection, discrimination, industrial relations, workplace health and safety and privacy.

8.2 Protection of ERC WA Interests

Edmund Rice Camps WA has a reputation to uphold as a ministry of the Christian Brothers Oceania Province, a service available to referral agencies and a holiday program available to disadvantaged children in WA. Positive behaviour within the bounds of the policy should be encouraged at all times.

8.3 Ethical Behaviour

As a participant of Edmund Rice Camps WA, children are encouraged to display a certain type of behaviour. In order to educate children in what is expected of them; staff and volunteers should display this behaviour at all times;

Participants should respect the dignity, rights and views of others by;

- Living cooperatively and collaboratively with others to achieve common goals and a harmonious program environment
- Being courteous, sensitive and considerate to others
- Respecting cultural, ethical and religious differences
- Listening to and seeking to understand different points of view (this does not necessarily mean agreeing with the point of view)
- Acknowledging the genuine contributions that others make in meeting Edmund Rice Camps WA's core mission
- Being honest in communications
- Informing people of their rights and entitlements where appropriate
- Providing constructive feedback that is considerate and moderate in its tone
- Exercising care, responsibility and sound judgment
- Ensuring common fairness is followed in all activities
- Not tolerating dishonest behaviour by others

8.4 Principles and Guidelines

1. Positive Reinforcement

The key to changing behaviour is the effective use of positive reinforcement. It is essential that children are acknowledged for good or improved behaviour with the effective use of positive reinforcement.

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Some examples include:

- Incentives
- Rewards
- Awards
- Verbal group based acknowledgement
- Verbal individual acknowledgement
- Honour board
- Certificates

2. Principles

The Camp team (Manager, Coach, Coordinators) and volunteers should

- Create a positive program environment
- Establish clear program rules in collaboration with kids
- Be a role model for desired behaviour
- Establish clear directives for required behaviour and resulting positive reinforcement
- Not begin speaking until the attention of the whole group is achieved
- Transform the campsite into welcoming places; a place for building shared responsibility
- Empower the other members of their team and volunteer leaders to appropriately manage the behaviour of children on an ERCWA program.

3. Program Guidelines

Coordinators are responsible for the running of the program and should;

- Ensure the activities are punctual, clear and relevant to the age group
- Be firm, consistent and fair
- Ensure the child understands the program 'rules'
- Give child time at the beginning of program to become familiar with the expected behaviour
- Move around an activity frequently, checking and commenting on positive behaviour and where necessary, reigning negative behaviour
- Look for good behaviour
- Be responsible for all of the children in the program

Volunteer leaders have the ability to manage the children's behaviour on a one to one basis and should;

- Keep child engaged in the activity unless their need is genuine (eg. tired, toilet)

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- Acknowledge kids attempts to behave responsibly as soon as possible
- Consider the impact of their own non-verbal communication
- Confiscate non-approved items (eg. mobiles, lollies)

8.5 Management Standard

It is the responsibility of every staff member and volunteer on ERC WA programs to foster a positive environment, guide child behaviour and behave in a way that is conducive to the child being able to follow the behaviour management policy. The failure of any staff member or volunteer to carry out his or her share of this responsibility will result in a decrease in child respect for staff and volunteers. The conduct of children on Edmund Rice Camps programs is the concern of all members of the staff and volunteers.

8.6 Responsibilities

1. The CEO

The CEO will be consulted by the Community Engagement Manager when organisational decisions need to be made around child behaviour management and disciplinary action.

2. The Community Engagement Manager

The Community Engagement Manager should provide a forum for Camp Managers to engage in discussion around specific children and their behaviour during the program at the conclusion of the program.

The Community Engagement Manager should discuss with the Camp Manager; the Child Behaviour Management Flowchart steps that were taken.

3. The Camp Manager

The Camp Manager is responsible for the good tone and general discipline of the program. They have the administrative responsibility and authority to initiate, coordinate and promote the attainment of ERCWA objective in the area of child behaviour management.

Whilst on a program, if a Camp Manager is experiencing behaviour outside their control, where by they feel that the child may be a danger to themselves or another participant; they should refer to the Child Behaviour Management Flowchart for further action options.

4. The Camp Coach

Serious and repetitive instances of poor behaviour should be referred to the camp coach whilst on an ERC WA program. The Camp coach should take this opportunity to try to assist in the achievement of abidance of the policy prior to involving the Camp Manager who is the last point of call on a program.

5. The Camp Coordinator

Repeated instances of program misbehaviour should be referred to the camp coordinators. The coordinators role in the process is to attain policy abidance by the child without taking the child away from the activity.

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6. The Camp Leader

The role of the volunteer is to attain policy abidance through a display of the Edmund Rice Camps WA values in a role modelling capacity. Volunteer leaders should provide feedback on both positive and negative behaviour, guiding the participant to engage positively in the program to the best of their ability. Inappropriate and misbehaviour should be provided with feedback so that the child is aware of the behaviour boundaries on the program.

Volunteer Camp Leaders should base their interactions with children on the five key messages, as per the attachments. Which are;

- You belong here
- We care about you
- We are here for you
- We won't give up on you
- You can do this

7. Ancillary Volunteers

Ancillary Volunteers should reflect the values of Edmund Rice Camps WA at all times; Ancillary Volunteers should refer child behaviour management to volunteer leaders and staff where possible; however if the child's behaviour impacts them personally, should make the child aware of their own boundaries and what behaviour is appropriate.

8.7 Child Learning and Behaviour Management

A child who behaves in such a way as to disrupt the enjoyment of others, hurt others, show discourtesy or disrespect, can expect that a range of the following procedures may apply;

General Behaviour Issues

Possible strategies used by the camp team and volunteers:

- Poor behaviour should initially be acknowledged by the volunteer leader who has paired up with the child in a buddy system. Identify the negative behaviour without drawing the attention of others and deal with the child individually.
- The volunteer buddy should let the child know that they are potentially infringing a program rule. Redirect them clearly back to the task/having fun.
- Move the child, then speak to them away from the activity. Initially, you may move the child for a short period of time (e.g. 2 mins) before returning to activity. Then offer the child a choice –improved behaviour for a place back in the activity – this becomes the child's choice rather than an inflicted punishment.
- Talk to the child using the restorative justice questions as a basis for your discussion – volunteer leaders don't demand authority, they earn respect.

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- At nightly debrief, design individual behaviour plans for children with behaviour that is required to be managed – identify the behaviour you want changed and design a system for providing the child with a reinforcer or reward when they engage in the desired behaviour. The camp team may be involved in the process.
- Ask children to nominate appropriate sanctions for poor behaviour. Ensure that “the consequence” fits the incident.
- Avoid using judgemental words like “bad”, “lazy”, “dreadful”. Negative subjective language transmits judgement and blame. State what you want concisely and objectively. Concentrate only on the required behaviour and not on the child’s perceived deficiencies.
- Confrontations can lead to inflammation of the situation, which only serves to interrupt the program further than the original infraction might have. A one-to-one conference with the child after the activity will often prove to be more effective than trying to “deal” with the behaviour in front of peers. Appropriate consequences can be given then, if necessary – in most cases the camp manager should keep a copy of any sanctions given (especially if repeated).
- Use strategies and rewards for positive behaviour; those who have received ‘ticks’ throughout the day get to do activities first – showers, meals.
- Separate children if they are causing problems together. Set kids for ‘cooling off’ period.
- Use the opposite of ‘time-out’ – the child needs to stay close to a buddy/adult until they have calmed down and are behaving appropriately again. The buddy should assist to co-regulate their behaviour until it is appropriate.
- Explain to the child that adults are there to keep them SAFE, on camp so that they can have FUN. Correlate between the setting of rules and boundaries, and the ability for the children to be left in ERCWA’s care.
- The use of Restorative Justice. A restorative justice session may be conducted after the activity by the volunteer leaders or camp team. This form of meeting has advantages since it:
 - Enables the volunteer/team member to display a pastoral attitude. The personal approach demonstrates the willingness of the volunteer to help the child in their behaviour and attitudes.
 - Enables the coordinators to set work relevant to the group and the situation.
 - Enables flexibility.
- A volunteer leader should ask assistance from other leaders in the area of child behaviour management. Failing this, the camp coordinators can get involved as requested, followed by the camp coach and lastly the camp manager.
- *It is important to note that when attending to a child that requires behaviour management, volunteers should always maintain the 2 leader policy at all times.*

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Serious Behaviour Issues

In the event of a serious breach of the behaviour requirements set out in the policy, a child may need to be referred to the Camp Manager for disciplinary actions as per the Child Behaviour Management Flowchart. This is where the child will exhibit behaviours that are outside the abilities of the volunteers and there is either a concern for the child's safety or the safety of the other participants.

8.8 Medication, Illness and behaviour

Always check the child's medical form for information on current illnesses and medication that they may be taking. Be aware that children may be displaying side effects of their medication or be acting out on the basis of their illness or disability.

Check the medical form and notes for the best procedure for dealing with the behaviour.

If the camp team do not feel that they have enough information on the illness or medication to be dealing with the child, they should be contacting the carer or parent for best practice information.

8.9 Suspension

The Community Engagement Manager, in conjunction with the CEO may submit a case for suspension of a child from Edmund Rice Camps WA. Suspension means temporary withdrawal of a child's rights to attend ERCWA programs.

It is a disciplinary measure which may be invoked on the basis that the child is displaying conduct and behaviour which is not in good standing with Edmund Rice Camps WA policy. The Community Engagement Manager should discuss the proposed suspension with the referral agent and parents of the child involved.

A child should generally not be suspended from the program for more than one mega camp program at a time.

8.10 Non Approved Methods of Discipline

1. Corporal punishment is not to be used as a disciplinary measure. A staff member or volunteer may only take physical action that is appropriate to prevent or restrain a child from acting in a manner which places at risk his/her own safety, that of another child or a member of the staff or volunteer of Edmund Rice Camps WA.
2. In reprimanding a child, the volunteer/staff should say nothing that would reflect unfavourably on child's parents, home, community, race, national origin, or previous and present teachers.
3. A child's dignity should always be maintained when issuing a method of discipline, therefore asking children to do some form of physical activity like push-ups or kneeling on the floor would not be considered appropriate.
4. Impolite and uncivil language or swearing should never be used when speaking to a child.
5. Threatening the imposition of imprudent or unauthorised punishments may result in placing the volunteer or staff member in an untenable position.

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8.11 Recording of Behaviour, Strategies and Actions

Children, who exhibit extreme behaviours that require management, should be issued with an Escalation Profiling System. The Escalation Profiling System must be created by the Community Engagement Manager in conjunction with the relevant Camp Manager and filed along with the child’s medical form.

Escalation Profiling Systems will be made available to the relevant Camp Manager prior to the program in conjunction with the child’s medical form for that period.

9. Context:

Policies and guidelines of Edmund Rice Camps WA are the reasonable attempt by Edmund Rice Camps WA to interpret the legal and moral requirements applying to the matter they address. Where there is any discrepancy between legislation and any policies or guidelines of Edmund Rice Camps WA, the legislation will prevail to the extent of any inconsistency.

Edmund Rice Camps WA also reserves a right of discretion in relation to the implementation of policies or guidelines as Edmund Rice Camps WA may deem appropriate. Edmund Rice Camps WA will act reasonably in applying such discretion. In the event there is any dispute in relation to the use, or otherwise, of such discretion the ERC WA Board retains the ultimate right to decide on such matter.

Edmund Rice Camps WA confirms that its policies and guidelines are not incorporated into any employment agreement/contract, and as such the terms of Edmund Rice Camps WA’s policies and guidelines do not form terms of employment.

Members of the Edmund Rice Camps WA community are expected to take reasonable steps to inform themselves of Edmund Rice Camps WA’s policies and guidelines, and ensure that conduct is appropriate as required by these policies and guidelines. Failure to abide by Edmund Rice Camps WA’s policies or guidelines may result in Edmund Rice Camps WA taking relevant action for misconduct.

10. Definitions:

Christian Brothers Oceania Province means the organisational and administrative structure established by the Congregation Leadership Team of the Christian Brothers to facilitate the mission and ministries of the Congregation in Australia, East Timor, New Zealand, The Philippines and Papua New Guinea and to form and nurture those who constitute its membership.

Edmund Rice Camps WA means the organisational and administrative structure established as an Edmund Rice Ministry under the Christian Brothers Oceania Province to facilitate the operations of WA programs held.

Participants means all children who attend Edmund Rice Camps WA programs.

Policy means a statement of commitment to a direction which is consistent with the organisation’s mission, values, legal obligations, standards and quality expectations.

Personnel means directors, officers, employees and volunteers of ERCWA

Members means directors, officers, employees and volunteers of ERCWA

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11. References:

- Catholic Education Commission of Western Australia Policy 2-C4 Harassment, Discrimination and Bullying
- St Norbert College WA's Bullying and Harassment Policy

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