

# Young Men's Christian Association of the Inner North East of Adelaide Inc.



## Positive Behaviour Guidance Policy



We build strong **PEOPLE**  
strong **FAMILIES** strong **COMMUNITIES**

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# 1 Policy Details

**Policy Name:** INEA YMCA Positive Behaviour Guidance Policy

**Policy Owner:** INEA YMCA Chief Executive Officer

**Policy Scope:**

- Whole association
- All staff and volunteers

**Stakeholders:**

- Children young people who use the services of INEA YMCA
- Parents of children and other children
- All staff
- Volunteers

**Responsibility for implementing policy:**

- Chief Executive Officer INEA YMCA
- Programs Manager
- Centre Coordinator, Kensington

**Date policy implemented:**

This policy was implemented on 23 October 2014.

**Review Date of Policy:**

Review Period: Two Years

This policy is due to be reviewed by 30/9/2016

## 2 Policy Statement

YMCA INEA staff (including volunteers) will adopt the highest standards of behaviour, guidance and conduct at all times in the delivery of programs and services, including attitudes and behaviours towards children/young people and other vulnerable people, staff, volunteers and members of the community.

Staff will behave in ways that are consistent with YMCA INEA's operational values of respect, responsibility, honesty and caring, and with its core values, to ensure the safety and wellbeing of children/young people and other vulnerable people.

## 3 Other Policies

This policy should be read together with:

- INEA YMCA Safeguarding Children and Young People Policy
- INEA YMCA Staff Code of Conduct
- INEA, Enrolments and Facility Hire Policy

## 4 Behaviour Guidelines for Programs Participants

Clear guidelines about acceptable behaviours of participants and their parents will be developed for each program and expressed in positive terms.

Guidelines are to be accessible to parents and guardians.

Ongoing input will be sought from children, young people, parents and staff.

### 4.1 Implementing Behaviour Guidelines.

Guidelines will be consistently reinforced in a developmentally appropriate way.

- Staff are to recognise that a child's behaviour can be affected by many factors including, but not limited to, the following:
- Their age and development
- Their general health and wellbeing
- Staff strategies and practices
- External factors such as family, home life, or media coverage of traumatic events

Staff will take these factors into consideration when adopting strategies to respond to challenging behaviours.

Inappropriate behaviours that require immediate staff intervention include any behaviour which cause harm to the child/young person, or others including staff and other children/young people.

Staff will use a normal tone and volume when speaking with children/young people.

Shouting is not appropriate.

When guiding a child/young person's behaviour, staff will identify the behaviour as the issue rather than the child or young person.

No child or young person will be submitted to any form of corporal punishment, such as smacking, or be placed in a room alone, made immobile, frightened or humiliated in any way, verbally or emotionally punished or have food or drink withheld as a form of punishment.

Staff will ensure that all children are protected from bullying, violence and harassment.

Parents/Guardians who wish to discipline their own children whilst in the centre will not at any time use any form of corporal punishment or use unacceptable language.

Staff will be given opportunities for professional development in regards to training and up to date information on strategies and ways to guide children/young people's behaviour.

Where the behaviour is beyond the scope of staff training, other stakeholders will be approached to support strategy development.

#### **4.2 Supervision of program participants**

Staff will ensure children/young people's supervision is appropriate to their stage of development and protects their safety and wellbeing at all times.

Staff will comply with all legal and program requirements for staff: child/young people ratios.

### **5 Exclusion from programs**

INEA 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. In such cases, INEA YMCA will endeavour to refer individuals to appropriate alternative services.

All individuals may be excluded from participation in programs and services if:

- they are adversely affected by alcohol, drugs and other behaviour-altering substances
- they demonstrate inappropriate and unacceptable standards of behaviour as defined in INEA YMCA's customer service charters. We do not tolerate abusive or bullying behaviour.
- their conduct risks the safety of staff or customers including children and young people.

INEA YMCA will not release children to Parents/Guardians who present as adversely affected by alcohol, drug or other behaviour altering substances.

## 6 Enquiries

Enquiries about this policy to:

Scott Dalglish

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