



**COMMUNITY OOSH SERVICES  
BEHAVIOUR MANAGEMENT REPORT**

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Inappropriate Behaviour Recorded: tick box and circle behaviour</b>	
<input type="checkbox"/> Physical Bullying	Hitting, biting, kicking, pushing, pinching, scratching, spitting, pulling hair or other
<input type="checkbox"/> Verbal Bullying	Intolerable name calling (hurtful, discriminatory, threatening, putdowns or teasing)
<input type="checkbox"/> Unsafe Play	Out of bounds, inappropriate use of equipment, deliberate use of equipment to endanger, actions potentially harmful to others (e.g., tackle instead of topping), sexualised play.
<input type="checkbox"/> Refusal to comply with Staff Directions	Disobedience/refusal to listen (e.g., after clarification of expectations, the child continues to disobey instructions), disrespectful gestures, refusal to listen, leaving the care environment
<input type="checkbox"/> Inappropriate Language	Comments that are racial, swearing, malice, and inappropriate sexual references or gestures
<input type="checkbox"/> Damaged OOSH equipment / Other's Items	Defacing OOSH equipment, damaging/breaking equipment, stealing from others

<b>Brief Description of Incident</b>

<b>Outcome from this Behaviour</b>
<input type="checkbox"/> Endangered safety of him/herself <input type="checkbox"/> Endangered safety or wellbeing of others <input type="checkbox"/> Physically hurt another child/staff member/ parent

<b>Warning Number of Maximum 3 Warnings</b>	
<input type="checkbox"/> 1	Written by child and OOSH Co-Ordinator. Provide written strategies to be used at OOSH to facilitate and foster positive behaviour at OOSH.
<input type="checkbox"/> 2	Provided by parent/carer. Provide effective strategies used at home –Provide effective strategies used at School – Provided and supplied by school via parent/carer.
<input type="checkbox"/> 3	The Co-Ordinator will consult with the family to discuss the Termination of the child's position and recommend other systems that may meet their need better than Community OOSH Services.

<b>Major or Critical Incident</b>
<input type="checkbox"/> A <i>major</i> incident has occurred, and it is deemed unsafe for your child to remain at the service. The Co-Ordinator will discuss with parents an immediate suspension period of the child's position.  <input type="checkbox"/> A <i>critical</i> incident has occurred, and it is deemed unsafe for your child to return to the service. Your child's position at the service has been immediately terminated.

Please see on other side for our policy on *Inappropriate Behaviour, Suspension or Termination*.

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Inappropriate Behaviour Policy**

For the benefit of all the children and the effective operation of the Service, a certain level of behaviour is expected from each child. Staff have the right to exclude a child for unacceptable behaviour. However, this will only be considered after:

- Parents have been notified and given the opportunity to discuss their child’s behaviour
- Adequate support is provided
- All other avenues have been explored

Note: Each warning remains valid for 12 months from the date of the incident, excluding Warning Number 3 or a ‘major or critical incident’ which is permanent termination of childcare in any Community OOSH Services centre.

**Warning Number of Maximum 3 Warnings**

If your child receives a behaviour management report, the following steps will be taken:

<input type="checkbox"/> 1	Written by child and OOSH Co-Ordinator. Provide written strategies to be used at OOSH to facilitate and foster positive behaviour at OOSH.
<input type="checkbox"/> 2	Provided and supplied by school via parent/carer. Provide effective strategies used at home Provided by parent/carer. Provide effective strategies used at School
<input type="checkbox"/> 3	The Co-Ordinator will consult with the family to discuss the Termination of the child’s position and recommend other systems that may meet their need better than Community OOSH Services.

**Immediate Exclusion for Unacceptable or Unsafe Behaviour:**

In the Interest of the child and other children at the service, temporary suspension or permanent exclusion is sometimes the only step that can be taken.

- If a significant incident occurs which has endangered your child’s or another child’s safety, a suspension period will be discussed and implement.
- If an incident is deemed ‘critical’ by the Co-Ordinator, instant termination will be considered without the three warning being given. The Co-Ordinator will refer you to another service.