

Date Developed      December 2017  
Policy Approved     School Council  
Revision/Version    December 2018  
Review Date         January 2019

## Exclusion for Behavioural Reasons

### PURPOSE & INTENT

Clifton Springs Primary School, Outside School Hours Program has a duty of care to all children who attend Outside School Hours Program and Educators within the program.

If a child exhibits inappropriate behaviour, or behaviour which threatens the safety and wellbeing of any child or other person in the program, then the child may be excluded temporarily or in some cases permanently.

Exclusion may occur if in the Team Leader's reasonable opinion, the behaviour support and management procedures have been properly applied first but without success, or the behaviour presents an immediate potential threat.

We are committed to inclusion and supporting the health, wellbeing and positive outcomes for every child. Exclusion is only implemented when all other avenues have been explored.

### SCOPE

These procedures apply to the Before and After School Program Coordinator, School Holiday Program Coordinator, all Program Educators, Central Administration, parents and children within the Clifton Springs Primary School Before and After School Program and School Holiday Programs.

**RELATED DOCUMENTS** Internal policies & documents:  
Parent Handbook,  
Policies: Communication, Record keeping and Retention, Code of Conduct, Behaviour Guidance, Support and Mentoring of Educators, Confidentiality, Complaints and Grievances, Child Safe Environment, Supervision, Safety and Accident Prevention, Child Protection.

Federal Legislation:  
Education and Care Services National Regulations 2012, under the Education and Care National Law Act 2010 and Amendments Sep 2013  
Children's Services Amendment Act 2011  
Other documents:  
My Time Our Place National Framework for School Aged Care  
The Early Years Learning Framework for Australia  
ACECQA – National Quality Standards

### POLICY STATEMENT

To ensure the health, safety and wellbeing of all children and Educators within Clifton Springs Primary School, Outside School Hours Program service is maintained and managed.

## PROCEDURES

- Alert the Coordinator to the situation.
- Educators will discuss instances with the child's parents/guardians where the child's behaviour has been unacceptable
- In consultation with the parents, staff, child and management team a safety and wellbeing plan will be developed for the child. This plan will be implemented at the program to support the child's inclusion. The plan is reviewed by all parties to assess its relevance.
- Parents/guardians will be informed that the continuation of the behaviour could result in temporary exclusion from the program or ceasing all together
- If a child's behaviour causes reasonable risk to other children, Educators or their families, or any stakeholders or the child themselves, the parent of that child will be contacted immediately and asked to collect the child.
- The child will be excluded from the program effective immediately and the lifting of the exclusion will be in consultation with the Educators, the child's family and will be at the discretion of the Coordinator and the School's Principal.
- In some instances the exclusion may not be lifted and the child will not be able to return to care

## DECISION GUIDELINES

The Coordinator of Before and After School Program and Coordinator of School Holiday Program have the responsibility for ensuring the policies are implemented by relevant Educators and have day to day oversight of the policies and their functioning.

Policy development and review is carried out annually by the service with feedback from Management, Educators, parents and children.

## REFERENCES

- National Framework: Department of Social Services (2009). *Belonging Being & Becoming: The Early Years Framework for Australia*. ACT: Commonwealth of Australia
- Victorian Framework: Department of Education and Training and Victorian Curriculum and Assessment Authority (2009). *Victorian Early Years Learning and Development Framework*. State of Victoria.
- Australian Children's Education and Care Quality Authority (ACECQA) - Education and Care Services National Regulations 2012 and Amendments December 2015- [www.acecqa.gov.au](http://www.acecqa.gov.au) accessed January 5th 2016
- Australian Children's Education and Care Quality Authority (ACECQA) - Education and Care Services National Law Act 2010
- Australian Children's Education and Care Quality Authority (ACECQA) – Guide to the National Quality Standard
- [http://www.earlychildhoodaustralia.org.au/feelings\\_and\\_behaviours/promoting\\_positive\\_behaviours/about\\_guiding\\_children.html](http://www.earlychildhoodaustralia.org.au/feelings_and_behaviours/promoting_positive_behaviours/about_guiding_children.html) Early Childhood Australia (ECA) accessed Sep 16th 2013
- National Framework: Department of Social Services *My Time Our Place: Framework for School Aged Care in Australia*. 2011 ACT: Commonwealth of Australia

*I have read the policy and accept the terms and conditions set out above.*

*Full Name of Paying Parent/Guardian.....*

*Signature of acceptance.....*

*Dated.....*

