OSHC DEVELOPMENT OF PERSONAL RESPONSIBILITY POLICY

ST JOSEPH’S SCHOOL
KINGSWOOD

Reviewed August 2012
St Joseph’s Kingswood is all about our children. We create and uphold a nurturing environment for our children, families, teachers, volunteers, and the wider parish. We are a Catholic community of educators and learners who strive for excellence in education, and we are innovative and collaborative in our approach. Our life long purpose is to maintain a sense of belonging for all our children encouraging them to reach their full potential.

The St Joseph’s OSHC service supports the growth of each person, their dignity, uniqueness and their relationship with others. The policy focuses on the development of personal and social responsibility in students and is compatible with school policies and procedures.

A secure and nurturing environment builds positive relationships and promotes successful learning. By having clear and consistent expectations and consequences socially acceptable behaviour will be promoted and students will develop skills for active participation in the wider community.

Staff, parents and students are encouraged to work collaboratively to ensure personal responsibility expectations are clear and acceptable.

Rights and Responsibilities of Students

We believe students have the right to:

• Work in a safe, caring and Catholic environment based on the Gospel values of justice, reconciliation and respect for human dignity.
• Be respected and supported in their learning and play.
• A program which is inclusive, dynamic and relevant.
• A safe environment which enhances self-esteem.
• Be involved in decision-making, when appropriate.

We believe students have the responsibility to:

• respect and support the rights of other students, staff and themselves to participate fully in the teaching and learning processes.
• Respect and maintain a safe and clean environment.
• Be aware of, and take responsibility for their own behaviour choices.
• Be involved with staff and parents in deciding the expectations of behaviour and the consequences of irresponsible behaviour and work towards positive behaviour.
• Empower themselves to make wise choices about their behaviour.
Rights and Responsibilities of Staff

We believe staff has the right to:

- be respected as professionals by others in the community.
- work in a safe, caring and Catholic environment
- access professional development that is relevant to their skill development in this area.
- be supported by the parents.

We believe staff has the responsibility to:

- model and teach the Gospel values of justice, reconciliation and respect for human dignity.
- create a safe and supporting learning / play environment.
- develop and maintain inclusive and engaging programs for all students with a focus on building social and emotional competencies and the development of personal and social responsibility
- develop and implement specific behaviour intervention programs and strategies where necessary.
- recognize and reinforce in students a greater understanding, acceptance and demonstration of responsibility for their own behaviour.
- increase the opportunities for students to experience a range of successes and to acknowledge these successes.
- inform and support parents in the education of the child.
- participate meaningfully in the development of OSHC procedures and policies.

Rights and Responsibilities of Parents

We believe parents have the right:

- To be informed and invited to participate in their child’s education.
- To work in partnership with staff in the education of their child.
- To be welcomed and acknowledged as part of the school community.
- To be involved in decision making through the appropriate channels.
- To express genuine concerns via the appropriate channels.

We believe parents have a responsibility:

- To become actively involved in the development of their child.
- To encourage their child to respect and support the rights of others.
- To support the building of a Catholic school community.
- To work together with staff to build positive relationships
• To be involved in decision making through the appropriate channels.
• To support OSHC policies and procedures of the policies.

**HOW POLICY WILL BE IMPLEMENTED**

• Clear guidelines about socially acceptable behaviours will be developed with input from parents, staff and management. Parents / guardians will be made aware of expected child behaviours in the Service via the Parent Handbook.

• Staff will follow the response to inappropriate behaviour chart which is similar to the school’s policy to ensure children’s familiarity with consequences for inappropriate behaviour.

• Limits to behaviour will be clearly expressed in positive terms and reinforced consistently in a developmentally appropriate way.

• Older children may participate in setting some ‘rules’.

• Children will be encouraged to settle their differences in a fair and unbiased manner and to engage in problem solving if this is age appropriate.

• Staff will demonstrate acceptable behaviours during the course of their interactions with all children. Positive behaviours will be encouraged by diverting children to more appropriate activities, showing appreciation for appropriate behaviour and building on each child’s strengths and achievements.

• Staff will use voice intonations, facial expressions and explanations to encourage desired age appropriate behaviour. When possible, staff will observe and question children before responding to inappropriate behaviour.

• Staff will acknowledge and encourage appropriate behaviour with each child.

• Children will be encouraged to walk whilst inside and to use normal voices whilst talking and playing. Staff and parents / guardians should discourage children from climbing up onto furniture.

• No child will be placed in a room alone.

• Staff will deal with conflicts by encouraging problem solving and by diverting children to more socially appropriate behaviour.
• Where necessary a few minutes away from the group with an adult may be beneficial to the child.

• The OSHC Director is available to discuss and assist with any concern a parent or caregiver may have in respect of a child’s behaviour or participation in the program.

• If children consistently display socially unacceptable behaviour the Director will ensure:
  - the expectations of the child’s behaviour are realistic
  - the child understands the limits
  - there is communication between the Service and parents re expectations
  - the child’s needs are being met
  - the child has no impediments which may cause the unacceptable behaviour
    - events within the Service have not encouraged the behaviour
    - the consequences of the behaviour do not encourage it to persist
    - strategies are consistently followed by all caregivers in contact with the child.

• After the child has been given every chance to respond positively and if all methods fail to result in an improvement in behaviour, the Director or senior staff member may discuss alternative care with the parent / guardian, in consideration of the safety of the other children in care.
Expectations and Response Process

1. Warning or reminder for non-dangerous behaviour.
2. If behaviour continues or is of a more serious nature, students have time aside in a designated place. This is intended to be reflection time for the student. Staff discretion as to the time required is to be used.
3. If the behaviour continues, the student is referred to the OSHC Director
4. A “Time out form” will be sent home with the child. Parents will need to sign it and return to the OSHC Director the following day.
5. Once signed the OSCH Director will place in the student record file for school records.

At any time in the process it may be felt appropriate for the student to be involved in;

- Peer mediation
- Write a letter
- Restorative justice/act
- Community service
- Negotiated OSHC rules
- Individual action plans
- Cool down areas
- Parent contact
- Support agencies e.g. Autism SA
- Re-direction
- Counseling
- Routines/structure
- Service to others
- Outreach/mission

Principal/Deputy will give OSCH Staff support regarding a particular child’s behaviour at any stage if requested. Then a meeting will be arranged involving the staff and Principal.

- The parent will be informed immediately for continued, threatening and dangerous behaviour. At the parent’s discretion, the parent may be asked to collect their child immediately.
- Reentry plan negotiated at this point.
- Continued threatening/dangerous behaviour: Principal to intervene
- If a staff member decides to speak to a parent about their children’s behaviour, please inform leadership team (as appropriate).