



Narnia Early Learning

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)

Temporary separation of a child from Narnia, in the interest and safety of the children and staff.

In accordance with the National Quality Standards (5.2.2), our educators will support each child to regulate their own behaviour, respond appropriately to the behaviour of others and communicate effectively to resolve conflicts.

In accordance with the Early Childhood Code of Ethics (Feb 2016) the Service management and the Educators continue to reflect upon their commitment to:

- Create and maintain safe healthy and inclusive environments that support children's agency and enhance their learning
- Collaborate with children as global citizens in learning about our shared responsibilities to the environment and humanity
- Value relationships between children and their families and enhance these relationships through practice
- Respect families rights to make decisions about their children.
- Engage in shared decision making with families in relation to children's learning, development and well-being.
- Develop respectful relationships based on open communication
- Respect each families circumstances.
- Engage in critical reflection and ongoing professional learning to remain current on research based practice.
- Work within the scope of their professional role
- Collaborate with people, services and agencies to develop shared understandings and actions that support children and families
- Use research and practice based evidence to advocate for all children to have access to quality education and care.

A temporary separation of a child from the Early Learning Centre, may be put in place in the interest and safety of the children and staff if the nominated supervisor decides:

1. The child's behaviour threatens the safety, health or well-being of any other child, or educator/adult at the Service (responsibilities under the Work Health and Safety Act) and the prescribed process described below has been followed.
2. The family of the child enrolled at the Centre fails to implement recommended follow up strategies or fails to follow through on suggested process of assessment and/or diagnosis for their child.

Responsibilities of each party involved in this process

Narnia will ensure that:

- its educators are appropriately qualified and able to engage in quality children's interactions under a variety of circumstances.
- any concerning behaviours pertaining to their child have been communicated effectively to families using the prescribed process below.

Educators will ensure that they will:

- engage in effective personal reflection and peer and Director consultation.
- complete detailed documentation of incidents,
- accept peer support and further education about behavioural issues arising and
- commit to effective communication with families.

Families will ensure that they will:

- take responsibility for the actions of their child
- commit to effective communication with the Service as well as following up any requested assessment processes.
- arrange collection of their child within a maximum 1 hour, from the Service whenever the Nominated/Delegate Supervisor contacts them that the child's behaviour is no longer deemed safe.
- emergency contacts are aware that they may be contacted for collection as needed.
- Emergency contacts are update

Process

- I. If a child's behaviour has caused harm to another child or educator a 'Accident, incident, injury and incident' form is filled in and given to parents to sign within 24 hours.
- II. If there has been a prior (Accident, incident, injury and incident) form on that day or on a previous occasion, within the last 5 times of the child's attendance, and the child's behaviour worsens putting others at risk, a family member may be called to collect their child within the hour. A "unsafe behaviour incident record" will be completed about this incident.
- III. An "Unsafe Behaviour Incident record" will be completed by educators and signed by the Nominated supervisor whenever the child's behaviour **severely** impacts on the safety, health or well-being of any other child, or educator/adult at the Service (See Attachment). The family will be asked to sign this and are provided with a copy. This form will be sent through no later than 24 hours dependant on the nominated supervisor or delegate's ability to document the incident (due to managing the behaviour). In this instance it will be emailed with a read receipt and the expectation of a response of acknowledgment. If a family refuses to sign or acknowledge then a "temporary separation" is automatic as this is an indication that the family are not willing to fulfil their responsibilities as listed above. Fees will be applied as normal as the meeting should be deemed a priority and be able to occur promptly.

- IV. A meeting with the family will be arranged prior to the child returning to Narnia and prioritised within a week. Both parents will be informed and encouraged to attend. The child is not to attend this meeting. Parents are encouraged to be open with the service about factors possibly affecting their child's behaviour and like educators, will be expected to have reflected upon the situation. Parents may be provided with questions to consider prior to the meeting which may include details about the current access arrangements, strategies to calm the child when upset, home behaviours they've been trying to stop, strategies used and successes achieved. Discussions are also held with regards to behaviours they are trying to introduce, strategies applied and successes etc.
- V. A plan will be documented for the child's return to the centre, involving both parties. This will be clearly documented and signed by both parties. The child can not return to care until the agreed actions have been implemented.
- I. If process I. and III. are repeated, because of similar behaviours putting others at risk, the family will again be phoned and required to collect the child within the hour, and the enrolment of the child will be temporarily stopped until acceptable arrangements are made to ensure the safety and well-being of all other children and the educators of the Service.

Agreement may be reached about a timeframe for this and the child's place may be held during which time fees will continue, but if this matter is not agreed upon, the child's place will not be held indefinitely and the usual 2 weeks' notice will be waived but any outstanding fees are to be paid immediately.

Unsafe Behaviour Incident record

Details of person completing this record and witness

Name:Position/role:

Date record was made/...../..... Time record was made/...../.....

Signature:

Name of witness:

Witness signature: Date:/...../.....

Nominated Supervisor Name:

Nominated Supervisor Signature: Date:/...../.....

Area Director Consulted: Date record was made/...../..... Time record was made/...../.....

Child details

Child's full name:

Date of birth:/...../..... Age: Gender: Male Female (please circle)

Incident details

Incident date:/...../..... Time: Location:

What specific behaviour has threatened the safety, health or well-being of any other child, or educator/adult at the Service?

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Who has been put at risk? (circle) Another child, multiple children an educator/adult.

Describe the general activity at the time of incident:

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Outline circumstances preceding the incident. (eg. Transitions, numbers of children, triggers, any other factors)

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If you believe you can identify the cause of the incident please detail?

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Can you now identify any “warning signs” or “triggers”?

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Do you have any suggestions at this time that may help the child to stop these behaviours?

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Details of parent receiving this record:

Photocopy/Email form for parent to take and attach to a copy of Narnia’s Temporary separation of a child from the Early Learning Centre, in the interest and safety of the children and staff.

Parent/s Name:

Signature:

Date:/...../.....

Form Given at time of pick-up: Yes / No (please circle)

Form Emailed Yes / No (please circle) Date Time