



## Temporary separation of a child from the Early Learning Centre,

In the interest and safety of the children and staff that from the community.

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 family's circumstances.
- Engage in critical reflection, ongoing professional learning.....
- 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.
- Engage in critical reflection, ongoing professional learning... that builds knowledge

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 that from the community 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. If the family of a child enrolled at the Service fails to work with the Service in implementing recommended follow up strategies or following through on the process of assessment and diagnosis for their child.

### Responsibilities of each party involved

The Rumpus Room Children's Services will ensure that:-

Its educators have been appropriately skilled in providing quality children's interactions under a variety of circumstances.

Regular lines of communication are established and maintained with families at all times as per Communication Policy.

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 ongoing effective communication, email summaries of all conversations, with all families at all times as per our Communication Policy.

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 1 hour, from the Service whenever the Nominated Supervisor contacts them that the child's behaviour is no longer deemed safe.

**Process**

- I. An "Unsafe Behaviour Incident record" will be completed by educators 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. If a family refuse to sign then a "temporary separation" is automatic as this is an indication that the family are not willing to fulfil their responsibilities as listed above.
- II. If there has been a prior ("Unsafe Behaviour Incident record) 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 may be called to collect their child within the hour. Another form will be completed about this incident.
- III. A meeting with the family will be arranged prior to the child returning to the Service. Both parents will be informed and encouraged to attend. 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, successes achieved. Discussions are also held with regards to behaviours they are trying to introduce, strategies applied and successes etc.  
  
Fees will be applied as normal as the meeting should be deemed a priority and be able to occur promptly.
- IV. If process I. and II. Have to be repeated again giving two more incident forms, 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.



# The Rumpus Room

## Unsafe Behaviour Incident record

### Details of person completing this record and witness

Name: ..... Position/role: .....

Date and time record was made ...../...../..... Signature: .....

Name of witness: .....

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

### 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?

Updated 3<sup>rd</sup> July 2019

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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.**  
**NB Photocopy form for parent to take and provide a copy of the Centre's Temporary separation of a child from the Early Learning Centre, in the interest and safety of the children and staff that from the community**

**Parent Name** .....

**Signature** .....

**Date** ...../...../.....