



## **BELAIR PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE**

Main Road,

**BELAIR 5052 S.A.**

**Phone: 8370 3733**

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Government of South Australia

Department for Education and  
Child Development

### **Student Code of Conduct**

#### **The purpose of the Student Code of Conduct:**

- Safety and security of the children and staff.
- Respect for the rights and feelings of the children and staff.
- Facilitating the smooth running of the Programme.
- Promote self management on behalf of the child.

#### **Examples of inappropriate behaviour are:**

Swearing, spitting, aggressive behaviour, teasing or 'put-downs' towards other children and staff.

Damaging property, equipment and taking items not belonging to them, and non-compliance of staff instruction. Leaving the OSHC/Gym/Hall or any area being supervised by staff .

#### **Implementation**

##### **Consequences of in appropriate behaviour are:**

###### **Internal suspension:**

1. Reminders:-  
Children are given 2 verbal reminders of their inappropriate behaviour.
2. Time away:-  
A Child will be asked to move to another area where appropriate and of their choice's to spend some time thinking and depending on the behaviour fill in a 'Thinking Sheet' a on their actions consequences of continued inappropriate behaviour.
3. Red Letter:-  
if children's inappropriate behaviour continues, the child's family will be notified via a phone call and 'Red Letter'.

##### **Consequences of child leaving the school grounds.**

This would be an extreme circumstance where a staff member looking after a child and the child runs/leaves the school grounds.

When a child leaves the school grounds, staff will not go after them (occupational health and safety for staff and child). The staff will follow to as far as the school boundary while contacting the Director/Nominated Supervisor. The staff member will be noticing what the child is wearing, in what director and vicinity the child is going to report back to the Director/Nominated Supervisor.

Director/Nominated Supervisor will contact the police relaying the name, age, description of the child and in what direction and vicinity they were going.

Director/Nominated Supervisor will then contact the child's parents to report that their child has left the school grounds and that the police have been notified.

Director/Nominated Supervisor will report to the Principal then do a 'Notification of Serious Incident'.

The staff member reporting the child leaving the school ground will document all that they witnessed.

Director/Nominated Supervisor will also then make contact with the parent to discuss External Exclusion.

###### **External Exclusion:-**

Parents/Caregiver will be contacted and asked to collect their child as soon as possible. If parent is not available the parent will need to contact someone else to take the child home. The child may then be excluded for a nominated period of time. A re-entry meeting will be held between the Director/ Nominated Supervisor/Principal, child and families, and other appropriate person to negotiate the conditions of the child's re-entry to the Service.

###### **Exclusion:-**

In the event of ongoing inappropriate behaviour the child will not be permitted to return to the service. The response to inappropriate behaviour depends on the frequency and severity of the behaviour. Staff will discuss the child's behaviour with families at every stage of the behaviour management process.

***It is understood that the Director/ Nominated Supervisor has the authority to use personal discretion in managing any incident of inappropriate behaviour.***

Parents/Caregivers must sign the Enrolment Form section that indicates they have viewed and support Student Code of Conduct.



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### **Code of Conduct when dealing with Students**

#### **Policy Statement**

Belair Primary School Out-side School Hours Care Program aims to foster and enhance children's decision-making, problem-solving and self-help skills. We promote positive communication with children and adults as well as respect for property and equipment. There is both an implicit expectation that all staff will provide positive practices that will lead to children taking responsibility for their own actions.

#### **Procedures**

OSHC staff will use a positive approach in managing children's behaviour. To do this staff will:

- Use a cooperative approach to the development of rules, expectations and procedures, with the involvement of children, families and staff
- Display, discuss and practice positive rules
- Use encouragement, eg. Eye contact, nods and smiles, recognition and acknowledgement of acceptable behaviour
- Provide an environment with a choice of activities which recognises and promotes success and builds children's self esteem
- Work in partnership with parents and the school to promote a consistent and positive approach to behaviour management
- Access training and support in positive approaches to behaviour management
- Model appropriate behaviour

In OSHC, children are encouraged to develop an acceptance of responsibility for their own behaviour.

For this children need:

- To understand that they can CHOOSE their behaviour, and that all behaviour has consequences.
- Encouragement to respect the rights of every member of the community
- Encouragement to behave in a responsible manner
- Opportunities to be involved in the OSHC service's rule and procedures
- To have responsible behaviour acknowledged
- To be provided with access to appropriate support services
- Children will be involved in developing behaviour expectations on a regular basis during each Vacation Care, Before School and After School Care. These will include items that cover walking inside, using equipment appropriately, listening to the staff, staying within the boundaries, respecting others by being thoughtful, keeping OSHC tidy and respecting OSHC equipment. The BOSHCH Values in line with the Belair Primary School Values will be reinforced e.g. Respect, Responsibility, Creativity and Achievement. The BOSHCH RULES are created with the staff and children's input in-line with the use of the 5 C's of CARE, COURTESY, CONSIDERATION, COOPERATION and COMMUNICATION and displayed for all to see
- Children will also be involved in negotiating the consequences and supported to carry these out.
- Children will be encouraged to take on leadership roles by modelling appropriate behaviour.
- Positive language will be used at all times.

#### **Procedure for a child leaving the school grounds.**

This would be an extreme circumstance where a staff member looking after a child and the child runs/leaves the school grounds.

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