



TELARAH PUBLIC SCHOOL PRESCHOOL

Principal: Aimee Vincent
P: 02 4932 8477

George Street
TELARAH NSW 2320



Preschool behaviour guidance procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
5.1 5.2	Regulation 155-156 Australian Children's Education & Care Quality Authority. (2014). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015.	Leading and Operating Department Preschool Guidelines ECA Code of Ethics.
Pre-reading and reference documents		
Staff roles and responsibilities		
School principal	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times all staff involved in the preschool are familiar with and implement this procedure all procedures are current and reviewed as part of a continuous cycle of self- assessment. 	
Preschool supervisor	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection.</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and what the implications are for the updates to this procedure reflecting on how this procedure is informed by relevant recognised authorities changes are communicated with families and communities via our Preschool Facebook page and displayed on notice board at the preschool entrance. all staff are informed when procedures are updated to ensure practice is embedded. 	

Preschool educators	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
Procedure	
	<p>The Telarah Public School Preschool we provide 'positive guidance' to children in an environment that nurtures a child's self-respect, self-worth, self-esteem & security.</p> <p><u>Methods of decreasing unacceptable behaviours:</u></p> <ul style="list-style-type: none"> • The acknowledgement of acceptable behaviour, by physical or verbal contact, eg: encouragement, thanks, smiles, etc • Role modelling by staff using appropriate language & physical gestures • Structuring the environment for the child's agency, needs & interests • Planned patterns of restful & active play to prevent over-excitement • Staff use language that's appropriate for the children's developmental age • Provisions of flexibility & spontaneous activity in routines • Be consistent in setting limits & expectations • Encouragement from staff for children to be responsible for their own behaviour & to set own limits • Providing supportive environments to limit the possibility of bullying • Staff will include in the daily program opportunities to discuss topics of feelings & compassion for others, how to feel confident in front of others & develop the skills of resilience • Staff will try to redirect the child, defusing the situation • Staff will use positive language when an unacceptable behaviour is displayed by a child.

Record of procedure's review

Date of review and who was involved

19/10/2022: Aimee Vincent, Cathy Banister, Beth Cameron, Jordan McPhail, Andrea Lundy, Natalie O'Donnell and Julie Greedy.

Key changes made and reason/s why

Record of communication of significant changes to relevant stakeholders

A copy is displayed at entrance of Preschool and copies available for preschool families to take home if requested. Posted on the Preschool Facebook page and school website. All relevant educators to review at regular staff meeting.

Copy and paste a new table to record each occasion the procedure is reviewed