



4.1 Providing positive guidance

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Purpose

To protect the wellbeing and self-esteem of all tamariki pertaining to the management of their behaviour.

Policy

Te Puna Reo o Ngā Kākano aims to promote positive interaction in all whānau relationships. Tamariki given guidance will not, under any circumstances, be subject to any form of ill treatment, solitary confinement or deprivation of shelter, warmth or kai.

Procedure

Nāma	Whetoko -Step	Ngā Whainga- Key points
1	Positive encouragement and praise is to be used to affirm the tamaiti self-esteem and self-management.	Kaiako will encourage children to share their feelings.
2	Tamariki are guided and encouraged to share and take turns.	Kaiako will encourage communication and listening skills.
3	Sufficient activities and equipment for both indoor and outdoor situations. This will include opportunities for quiet and group activities for tamariki to have choices appropriate to their individual development.	Activities can change, and are age appropriate.
4	To ensure that each tamaiti is given positive guidance to resolve conflicts and behave appropriately, bearing in mind the tamaiti's stage of development.	Kaiako are to focus on the behaviour not the child. Tamariki will be encouraged to resolve their own conflicts, but support from an adult will be offered when they are unable to.
5	Opportunities will be provided for kaiako to access professional development and resources to develop and up-skill their current educational theories and practices related to child behaviour management, which they will be expected to commit to as an ongoing process.	Management are to ensure resources are available as reference and guidance tools.

6	Kaiako will be guided by Pouako to ensure strategies are consistent throughout the centre.	<p>Strategies to be implemented will include:</p> <ul style="list-style-type: none"> ▪ Consistency; ▪ Clear simple rules, boundaries and consequences; ▪ Respect and dignity at all times; ▪ Redirection and distraction, when appropriate; ▪ Positive guidance promoting acceptable behaviour (taking into account the developmental age of the tamaiti); ▪ Positive guidance using encouragement and praise at all times, avoiding belittling and degrading responses; ▪ Encouraging tamariki to take responsibility for their own behaviour; ▪ Acknowledge and appreciate tamariki feelings, and demonstrate positive alternatives.
7	Consultation between Pouako/kaiako and mātua.	<p>Where appropriate action plans will be developed to manage difficult situations in consultation with mātua.</p> <p>Ongoing mātua education plus professional development for kaiako relative to this topic.</p> <p>Developing guidelines for requesting help from specialist services.</p>
8	Kaiako will be trained to anticipate potential problems or situations.	Professional development, group discussion at staff hui, and resources are to be made available for discussion and implementation into daily supervision routines.
9	When a tamaiti displays unacceptable behaviour, a clear message will be delivered by kaiako. This is when a child could hurt themselves, other tamariki, adults, or property.	<p>The tamaiti's name is to be used to gain their attention.</p> <p>No child will be spoken to harshly, belittled or degraded.</p>
10	In some circumstances, behaviour may be ignored in the short term or redirected, or the kaiako's attention may be given to the victim.	If required the tamaiti will be redirected to another area of play and a kaiako will remain with the child and discuss their behaviour with them, if deemed this is required.
11	If the tamaiti displays behaviour that begins to cause concern, the staff will:	<ol style="list-style-type: none"> 1. Observe the child's behaviour and record events leading up to it; 2. Discuss the child's behaviour with a senior staff person;

		<p>3. Seek support from senior staff if they cannot manage the child.</p> <p>Kaiako in a stressful situation will be encouraged to move away and request another staff member to take over.</p>
12	<p>When the child's behaviour continues and endangers other tamariki, management may, after careful consideration, ask the mātua/caregiver to remove the child from this centre.</p>	<p>Documentation on all concerns must have been recorded to support this decision.</p> <p>Opportunities must have been discussed with mātua and recorded, ensuring there were strategies put in place and a timeframe given to resolve the situation/behaviour.</p> <p>This decision is to be finalised by Centre Management.</p>