



## Inclusion and Exclusion of Children

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### **Purpose of this Policy**

To ensure we have clear guidelines to ensure the Safety and Wellbeing of all Children and Staff within the OSHC Program.

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### **School Support Services will:**

Ensure the safety and wellbeing of all children and Educators within the OSHC Program.

### ***Inclusion***

#### **Including Children with Special/Additional Needs**

School Support Services OSHC Program recognises that additional support may be required when including children with special needs into the program. These procedures will support the successful inclusion of children with special/additional needs through implementing practices which are conducive to a supportive environment to children, families and educators

Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Disability Discrimination Act 1999*
- *Inclusion and Professional Support Program Guidelines (2009-2012)*
- *NQS Area: 1.1, 1.2; 2.1.1, 2.1.2; 2.2; 2.3.1, 2.3.2; 3.1.3, 3.2; 4.1; 4.2.1; 5.1; 5.2; 6.1; 6.2; 6.3; 7.1.1, 7.1.2; 7.2.1, 7.2.3; 7.3.1, 7.3.2, 7.3.4, 7.3.5.*

### ***Procedures***

The family shall be required to provide relevant information upon enrolment about their child/ren which pertains to the child's special/additional need. This shall be in the format of appropriate questions on the enrolment form and interview procedure.

School Support Services OSHC Program shall follow through with an equal opportunity enrolment process for all children. This will involve collecting appropriate information about children which may impact on their ability to participate in the program.

School Support Services OSHC Program shall have the right to request any information in regard to the child/ren's needs so far as it may impact on their ability to participate in the program and be appropriately cared for within School Support Services OSHC Program.

Parent permission shall be requested should School Support Services OSHC Program wish to make contact with the Inclusion Support Agency. This shall be in the format as required by the ISA.

School Support Services OSHC Program shall contact the Inclusion Support Agency to obtain advice and information about the inclusion process as required.

The processes outlined in the Inclusion and Professional Support Program Guidelines shall be followed to establish a service support plan. This may involve professional support from the ISA.

School Support Services OSHC Program shall appropriately assess their capacity to include the child within School Support Services OSHC Program through conducting a risk management process if necessary.

School Support Services OSHC Program shall maintain the right to make a decision regarding the suitable placement of children with special needs in School Support Services OSHC Program based on the information, support and advice available.

Appropriate training and support shall be provided for all educators to ensure continuity of care and commitment to inclusion.

### ***Behaviour Support and Management***

School Support Services OSHC recognises the wide range of age groups that access School Age Care, as well as the differing developmental needs of individual children and the variety of diverse backgrounds. Behaviour support and management strategies play a vital role in providing a safe and happy environment and are approached by:

- Applying appropriate measures (in keeping with community standards)
- Focusing on supporting children to develop skills to self-regulate;
- Preserving and promoting children's self-esteem;
- Using consistency and compassion
- Having regard at all times to the respect and dignity and individual uniqueness of the child
- Having regard to the other principles set out in the Philosophy Statement of School Support Services OSHC

### ***Procedures***

#### ***Exclusion for Behavioural Reasons***

School Support Services OSHC Program has a Duty of Care to all children who attend and staff who work within, School Support Services OSHC Program. If:

- A child exhibits inappropriate behaviour, or behaviour which threatens the safety or wellbeing of any child or other person in School Support Services OSHC Program;
- In the Nominated/Certified Supervisor's reasonable opinion, the behaviour amounts, or may amount, to a threat to the safety or wellbeing of any child or other person in School Support Services OSHC Program; and
- The behaviour support and management procedures have been properly applied first but without success, or the behaviour presents such an immediate potential threat that is not reasonably possible to apply those procedures,

Then the child whose behaviour is inappropriate or has caused the threat to safety or wellbeing may be excluded from School Support Services OSHC Program temporarily or, in some cases permanently.

#### **Relevant Laws and other Provisions**

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *NQS Area: 2.1.1; 2.3.2; 4.2.1; 5.2.2, 5.2.3; 6.1.1; 7.1.1, 7.1.2; 7.3.1, 7.3.2, 7.3.4, 7.3.5.*

## **PROCESS**

### **First incident:**

First instance of breach of rules which is unacceptable behaviour:

- The incident will be recorded and the parent/guardian will be called to collect the child. A copy of the Incident report detailing the child's unacceptable behaviour will be sent home to the parent/guardian. (within 24 Hours of the Incident) The Nominated Supervisor has the authority to issue the appropriate suspension in accordance with the unacceptable behaviour exhibited.

### **Second incident:**

Second instance of breach of rules which is unacceptable behaviour:

- The incident will be recorded and the parent/guardian will be called to collect the child. A letter detailing the child's unacceptable behaviour will be sent home with the parent/guardian from the Nominated Supervisor. The Nominated Supervisor has the authority to issue the appropriate suspension in accordance with the unacceptable behaviour exhibited.
- The parent/guardian and child will attend an interview organised by the Nominated Supervisor to discuss the child's behaviour and the consequences of the behaviour continuing.

### **Third incident:**

In addition to the above steps, after a third incident has been recorded a letter will be sent to the parent/guardian from the Management Committee, stating that the child cannot return to School Support Services OSHC Program for a minimum of two weeks.

At the end of that time, prior to the child's return a meeting will be held between the nominated supervisor, parent and child to discuss possible strategies for including the child back into the program. If the child is included back and the same behaviour continues upon return, the child will be excluded permanently from School Support Services OSHC Program.

**Physical danger to child or other:**

If a child's behaviour causes or may reasonably cause physical danger to other children, educator or the child themselves, the parent/guardian of that child will be contacted immediately and asked to collect the child. The child will be excluded from the program effective immediately and the lifting of the exclusion will be at the discretion of the Nominated Supervisor and Management Committee.

**Exclusion from school:**

For services located on a school site, if the Nominated/Certified Supervisor becomes aware of any child, who usually attends School Support Services OSHC Program, being excluded from the school, they will:

- Contact the school to confirm exclusion;
- Speak with the Principal to confirm if exclusion applies at the OSHC service;
- Contact the parent to confirm exclusion from School Support Services OSHC Program (in accordance with Principal's direction).

**Volunteers and students, while at the OSHC service, are responsible for following this policy and its procedures.**