

## AUT SPORT & FITNESS CENTRES

# Holiday Programme Behaviour Management Policy

### Purpose

To ensure staff, caregivers and children follow the Centre rules as required and understand the behavior management policy if these rules are broken. This helps to provide a safe and harmonious environment for the programme to operate in.

### Prevention

It is the Centre's aim to prevent poor behaviour arising in the first instance. Steps we will take to endorse prevention are:

1. Shuttle Bus policy for travelling between the City and North Campus (see separate policy document)
2. Morning briefing by Senior Staff member covering behaviour expectations and health & Safety procedures
3. Staff ratio of 1:10 at all times
4. Daily programme displayed on white board with appropriate activities organised
5. AUT Values and Programme Rules are clearly displayed on white board (see below)
6. Children are given responsibilities to contribute to the functioning of the programme (clearing tables, setup/packdown of activities, team captains)
7. Positive reinforcement is used often with children to reward and promote good behaviour (e.g. well done for picking up your rubbish)

### AUT Values & Programme Rules



Tāwhaitia te ara o te tika, te pono me te aroha, kia piki ki te taumata tiketike.  
Follow the path of integrity, respect, and compassion; scale the heights of achievement.

1. We must respect each other at all times
2. We must respect the equipment and property of others
3. We must always listen to instructions from the AUT staff
4. We must remain with the group or allocated activity



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## Guidelines for dealing with misbehaviour

### Mild to moderate misbehavior – 3 strikes

1. Ask the child what value/rule they have broken and why this has happened
2. Remind the child what the appropriate way to behave is
3. Let them know they are receiving a verbal warning – **Strike 1**
4. If the child continues to misbehave repeat steps 1-2 and let them know they are now receiving a written warning. Add notes to the Daily Report. – **Strike 2**
5. If the behaviour is repeated again repeat steps 1 – 2 and ask the child to be seated in a chair that is away from the group. – **Strike 3.**  
*\*If this occurs on the shuttle bus ask child to sit next to Programme staff for the remainder of the journey. When you arrive at your destination continue on with the steps below.  
 If this occurs on a field trip ask child to remain by your side until the rest of the trip. When you return continue on with the steps below.*
6. A Senior Staff member is to be notified immediately.
7. Notes will be made in the daily report by the senior staff member.
8. If this pattern of behavior continues to repeat itself, then follow the guidelines for serious misbehaviour below.

### Serious misbehaviour

1. Immediately ask the child to be seated in a chair away from the group  
*\*If this occurs on the shuttle bus ask child to sit next to Programme staff for the remainder of the journey. When you arrive at your destination continue on with the steps below. If this occurs on a field trip ask child to remain by your side and contact AUT North Reception to speak to a senior staff member.*
2. Ask for assistance from a senior staff member straight away
3. Senior staff member will go through the following with the child while you are present:
  - a. Ask the child what value/rule they have broken and why this has happened
  - b. Remind the child what the appropriate way to behave is
4. The child will be seated away from the group for a 10-minute timeout.
5. Notes will be made in the daily report by the senior staff member
6. The senior staff member will decide if the caregiver needs to be contacted to collect the child.
7. If they are allowed back into the programme they must be closely monitored by our staff. If they misbehave again follow through from step 1 of 'Serious misbehaviour' again.
8. If a child continues to break the rules and/or behaves in a dangerous manner they may be excluded from the programme indefinitely.
9. If the child is allowed back in to the programme after exclusion they may be asked for a meeting with their caregiver and Senior staff to discuss a behavior agreement moving forward.