



# Be Safe, Be Kind, Be Honest

*Below is a list of guidelines we use to support behaviour at WESS OSHC.*

## General Expectations

- Gaining permission before moving to new areas e.g., leaving bathrooms, or play spaces
  - Staying on school grounds
  - Role Modelling appropriate behaviours
- Respectful to Staff and Children space and property
  - Seek assistance from educators when needed
  - Follow adult instructions
  - Use polite language

	<b>Be Safe</b> <i>Responsible</i>	<b>Be Kind</b> <i>Respectful</i>	<b>Be Honest</b> <i>Truthful</i>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>- Walking</li> <li>- Hands and bodies to yourself</li> <li>- Keeping exits clear</li> </ul>	<ul style="list-style-type: none"> <li>- Assisting to pack areas up</li> <li>- Care for equipment</li> <li>- Be a good listener</li> <li>- Open Circle of friends</li> </ul>	<ul style="list-style-type: none"> <li>- Only keeping own belongings</li> <li>- Keeping OSHC property at OSHC.</li> <li>- Tidy own space before leaving area.</li> </ul>
<b>Eating Areas</b>	<ul style="list-style-type: none"> <li>- Utensils used for correct purpose</li> <li>- OSHC food only</li> <li>- Food to be kept to self, not to be shared.</li> </ul>	<ul style="list-style-type: none"> <li>- Turn Taking</li> <li>- Open circle of friends</li> </ul>	<ul style="list-style-type: none"> <li>- Assisting with cleaning personal spaces</li> <li>- Taking only what is allocated</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>- Bathrooms used for intended purpose only</li> <li>- One child per cubicle</li> <li>- Report any mess or damage to toilets or bathroom</li> <li>- Ask Permission</li> </ul>	<ul style="list-style-type: none"> <li>- Respect privacy of other children.</li> </ul>	<ul style="list-style-type: none"> <li>- Letting staff members know if something has happened in the bathroom.</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>- Four children on top of fort at one time (Senior Playground)</li> <li>- Chasing games on oval only</li> <li>- Playground equipment used for its correct purpose.</li> </ul>	<ul style="list-style-type: none"> <li>- Open circle of friends</li> </ul>	<ul style="list-style-type: none"> <li>- Turn Taking &amp; Fair Play</li> </ul>
<b>Oval</b>	<ul style="list-style-type: none"> <li>- Staying in allocated coned off area</li> <li>- Gentle movements</li> </ul>	<ul style="list-style-type: none"> <li>- Fair Play</li> <li>- Turn Taking</li> <li>- Open circle of friends</li> </ul>	<ul style="list-style-type: none"> <li>- Fair Play</li> </ul>

## Steps to Guide behaviour

<b>Step One</b>	Children are reminded of behaviours	All Educators
<b>Step Two</b>	Children are given two-three-minute reflection time with staff members before entering back into activity	All Educators
<b>Step Three</b>	Children are redirected to another space	All Educators
<b>Step Four</b>	Children are to reflect on behaviour with management	All Educators & Management
<b>Step Five</b>	Parents notified of challenging behaviours- Behaviour report written for families	All Educators, Management & Parents

*If a child receives multiple behaviour reports in one term or displays significant unsafe behaviour, the service, alongside with parents, P&C, and school, may complete a Behaviour Support Plan. Once the Behaviour Support Plan is in place it will be reviewed as an ongoing process and further repercussions may be put in place.*

*If the services deem necessary, the WESS P&C President and/or OSHC Liaison may become involved in the process.*