



Title: Program Behavioral Support Plan Policy	Internal/ External
Department: Recreation and Leisure	Policy Number RL-007
Approval Date: March 03, 2014	Implementation Date: March 04, 2014

BACKGROUND

To ensure that all participants in our program have an enjoyable experience, we set a particular standard for how participants shall treat each other and programming staff.

PURPOSE/OBJECTIVE

The purpose of this policy is to provide a standard response to behavioral issues within youth programming. The goal of this plan is to build skills for healthy relationships and promote positive behaviors in participants.

DEFINITIONS

Inappropriate behavior refers to any behavior that can be classified as intimidation/bullying. This includes, verbal aggression toward other people, physical aggression (biting, hitting, etc.), object aggression (throwing or breaking objects). Disruptive behavior is also classified as inappropriate.

POLICY STATEMENT

This behavior support plan has been designed for all staff of the Rotary Paradise Youth and Community Centre who have interactions with participants ages 7-18. It is a tool to ensure that staff continues to provide a safe and supportive environment for participants.

GUIDELINES AND PROCEDURES

1. Steps for positive behavior:

The Recreation and Leisure Services Department has made every effort to establish clear expectations for appropriate behavior and conduct for all of our participants. These expectations can be read on all membership contracts as well as the signs in both the Ches Penney Youth Centre and RONA Skate Park.

Staff should make every effort to intervene when inappropriate behavior is displayed but also take the opportunity to support and teach. Consequences used by staff at the Rotary Paradise Youth and Community Centre and associated outdoor programs must be clear and appropriate. Positive reinforcement should be used to help participants make good choices.

The following plan outlines the manner in which staff should respond to inappropriate participant behavior. It is very important that staff immediately address unwanted behavior so that participants involved know it is unacceptable. This behavior support plan is based on a level system. Each level must be clearly executed by staff before the participant moves on to the next level. A "Behavior Support Log Sheet" must be completed by staff at each level.

Level 1: Verbal Reprimand Staff must communicate to the participant that their behavior is inappropriate. This may include asking the participant to identify the inappropriate behavior and asking the participant to stop.
Level 2: Participant Conversation Staff takes the participant aside and discusses the inappropriate behavior.
Level 3: Parent Conversation Child must be directed to take a 5 minute time out while staff contacts home for parental awareness and support
Level 4: Staff Conversation Staff and manager meet with each other to offer helpful suggestions for how to best interact with the participant. At this point staff should also meet with the participant to have them sign a behavior contract.
Level 5: Meeting The office sets up a meeting with the parent and participant to develop a behavior plan or course of action. (See attached sample of behavior plan)
Level 6: Suspension or Alternative (at Staff Discretion) Staff decides the appropriate course of action.

2. Contract:

Once a participant has been identified as needing to utilize the behavior support plan, they will be required to sign the contract that outlines the following:

- the behavioral changes they vow to make,
- how they will be awarded when they meet their goal,
- the appropriate action that will be taken if they do not meet their goal,

- the date by which the appropriate changes shall be met,
- and the contract requires signatures from the participant, staff and the parent.

3. Log:

Once the behavioral contract has been filled out the log sheet will be kept on file to keep track of all instances of behavioral issues for each participant. A "Behavior Support Log Sheet" must be completed by staff at each level.

REVIEW

This policy will be subject to review one year following implementation.

Chief Administrative Officer: *Robert Cunniff* Date: *March 31 2014*