



**Umbrella Family and  
Child Centres of Hamilton**

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**5.1 BEHAVIOUR GUIDANCE AND PROHIBITED PRACTICES POLICY**

<b>MANUAL</b>	<b>Child Care Centre Program Policy Manual</b>
<b>SECTION</b>	<b>5- Safety</b>
<b>POLICY</b>	<b>5.1 Behaviour Guidance and Prohibited Practices Policy</b>
<b>LAST REVISED</b>	<b>June 19, 2024</b>

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**RATIONALE**

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Caring for children is at the heart of what we do. UFCC staff work to promote positive behaviour in children. UFCC will not allow or tolerate any practices that can be harmful to children's physical or mental well-being. Our procedures are based on the Child Care and Early Years Act, 2014.

**POLICY**

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The goal of any behaviour guidance is for children to learn to manage their own behaviour and interactions with others. Children will be encouraged to solve problems by identifying them, thinking about alternatives, making decisions and talking it over with their friends. Behaviour guidance is used in a positive and caring way as opposed to punishing children. It is intended to promote self-care, self-regulation and an awareness of the effects of one's actions on others.

When minor behavioural challenges arise, staff will redirect children in a positive way, including, but not limited to:

- Asking children to participate in a different activity;
- Providing a quiet place for children to co/self-regulate; and,
- Using visual cues to help a child understand the expectations

Minor behavioural issues are dealt with by staff as they happen. If a recurring behaviour issue occurs, staff will advise the parent and enlist support in resolving it. This may involve requesting resources from internal or external service providers to help resolve the situation. Working together with parents, we are confident that most issues can be resolved. All parents are required to sign/follow the *Rights and Expectations of Children, Families, and Staff* document.

The Child Care and Early Years Act, 2014 lists the following prohibited practices that may not be used in any UFCC program:

- Corporal punishment of a child;
- Physical restraint of a child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting themselves or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- Locking the exits of the child care centre or program for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement



occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;

- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine their self-respect, dignity or self-worth;
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding;
- Inflicting any bodily harm on children including making children eat or drink against their will.

### Implementation

- *Behaviour Guidance and Prohibited Practices Policy* will be reviewed at least annually to ensure they are current.
- *Behaviour Guidance and Prohibited Practices Policy* will be reviewed with employees, students and volunteers before they begin their employment, educational placement or volunteering; and annually thereafter and any other time when changes are made.
- Records of employee reviews of the Prohibited Practice Policy will be kept for 3 years by the Program or Area Supervisor.

### Monitoring and Contravention

- Incidents where violation of the Prohibited Practices Policy has occurred will be addressed as outlined in the UFCC Progressive Discipline Policy.

**Policy Attachments:** Rights and Expectations of Children, Families, and Staff