

Recreation and Community Development Behaviour Policy

The County of Brant strives to foster an inclusive environment based on the mutual respect of both child and staff. It is critical that we enforce and consistently follow through with rules and disciplinary procedures to allow for the ultimate safety of everyone involved. Unfortunately, if a child is unable to follow the rules, they will receive a disciplinary form, which will be sent home and returned to staff, before the child can come back to the program. At the County of Brant, we want to create a positive and inclusive atmosphere for our participants, in order for them to have a safe, fun and memorable time with us.

The County of Brant recognizes that some children with disabilities may have a more difficult time understanding and following the rules. We will work together with parents/guardians, to establish realistic expectations for the child, which do not affect the safety or security of the other participants. If your child requires this type of support, please contact the Inclusion Coordinator at FAIRBrant@brant.ca.

Please note: Depending on the severity of the situation, progressive discipline warnings may be skipped over to the next warning. Additionally, disciplinary letters will be kept on file and are transferrable to all County of Brant registered programs. Finally, all discipline letters will be sent out at the discretion of the Recreation Coordinators.

Disciplinary letters will consist of a Progressive Discipline process as listed below:

***For each warning, behaviour forms will be sent home to be signed and returned to staff, by both the parent/guardian and the child.**

Warning One: Yellow

If a child is consistently not listening, not following the rules and/or misbehaving; he or she will receive three verbal warnings before parents are notified of the situation by senior staff or the coordinator. Within Warning One: Yellow Offences, behaviour is from mild to moderate (*refer to examples below*).

Warning Two: Orange

If a child is exhibiting degrading, unsafe, or unwelcoming behaviour; or if the first level of discipline has been issued, parents will be notified by senior staff or the coordinator. Within Warning Two: Orange Offences, behaviour is from moderate to severe (*refer to examples below*).

Warning Three: Red

In the case of strong disciplinary action, for instance if the child has bullied or injured another participant or a County of Brant staff, they will skip the yellow and orange warnings and receive a Warning Three: Red Form. Or if the first and second warnings of discipline have been issued, he or she will receive a red form. Contact with the parent/guardian will be made immediately and the child will be sent home.

A registered letter will be sent to the parents/guardians about the child being removed when a Warning Three: Red, has been issued.

Removal From Programs

A child who has received the three written warnings, will be removed from all registered programs for a period of time, based on the number of offences they have acquired. In order to

be considered for re-instatement, the parents/guardians must arrange a return to program meeting with the Recreation Coordinator and Senior Leaders of the specific program, to outline the rules of the program and the Behaviour Policy. The child would then be re-instated on a probationary basis, beginning at Warning Two: Orange. A behaviour plan will be completed prior to the child returning to program.

First Offence: Child will be removed from all registered programs for a period of one month.

Second Offence: Child will be removed from all registered programs for a period of three months.

Third Offence: Child will be removed from all registered programs for a period of one year.

Final Offence: No further permission to return to any County of Brant programs.

Examples of Behaviour Offences:

*Once all forms have been signed the behaviour log MUST be completed and all information recorded

Yellow: Mild-Moderate Offences

- Not following rules or listening to leaders
- Disrespectful behaviour: rude comments/gestures, talking back, name calling, any other negative actions or words

Orange: Moderate to Severe Offences

- Any mild recurring events that have continued
- Degrading or unwelcoming behaviour: verbal or physical aggression (ex. yelling, insults, inappropriate language, throwing items, punching objects)
- Safety Concerns- any behaviour that puts any participant or staff's safety at risk (ex. running away from leaders, climbing on objects, leaving program without permission, not following safety rules)

Red: Severe Offences

- Bullying/Harassment: any behaviour (verbal/physical/social) that is done with the intent to harm another person
- Any violent act which harms a participant or County of Brant staff
- Any recurring events
- Stealing
- Vandalism (building or equipment)
- Weapons (bringing or using)

FAIR Brant Participants: If your child is registered with FAIR Brant, we will take the following additional steps when working with your child on their behaviour:

1. We will go through your child's FAIR Brant Participant Information Form to look for more information and possible reasons for behaviour.
2. Our program staff will discuss strategies with the parents/guardians and the coordinators.
3. The Inclusion Coordinator will provide additional support.
4. A behaviour plan may be implemented.
5. If the behaviour continues, after the above steps have been carried out, staff will then follow the Progressive Discipline Process.

Exception: If the participant harms him/herself, another participant, or a staff member, they will be immediately removed from the program. In order to return to the program, a plan will be put in place by the coordinators (Recreation, Inclusion, and Program Coordinators) with input from the parents, to ensure a safe environment for all participants and staff. If a second incident occurs after the plan is in place, the child will be removed from the program until outside support is provided by the family. A third incident will result in Warning Three: Red Form.

If a situation arises that is not inclusive to this policy, it will be dealt with by the Management of the Community and Protective Services Department.

The County of Brant will not provide a refund or credit to anyone removed from a program as a result of the behaviour policy.



**Recreation and Community Development
Behaviour Policy
Progressive Discipline Process: Behaviour Incident Form**

This form has been completed by the County of Brant staff that witnessed and/or dealt with the behaviour incident. Attached to this document are a Parent and a Child's Behaviour Form. All forms must be completed and signed by the parent/guardian, child, staff and the coordinator of the program. These forms will be kept on file and used for future reference.

Child's Full Name: _____

Date of Incident: _____
Program Name: _____
Location of Behavioural Incident: (Be specific) _____ _____
Detailed Description of Behavioural Incident: (Be specific) _____ _____ _____ _____ _____ _____
Included: <input type="checkbox"/> Staff Behaviour Tracking Form <input type="checkbox"/> Parent's Behaviour Form <input type="checkbox"/> Child's Behaviour Form <input type="checkbox"/> Behaviour Plan
The Behaviour Plan will be in place until _____ at which point the next behaviour form will be issued if there has been no improvement.

Child's Signature: _____

Parent/Guardian Full Name (print): _____

Parent/Guardian Signature: _____

County of Brant Program Staff Initials: _____

Recreation Coordinator Signature: _____