

## Waldo Community Action Partners Head Start Program

**Title:** Response to Difficult or Unsafe Behavior Procedure

**Performance Standard:** 1304.24

**Rationale:** The primary responsibility of the WCAP Head Start and Early Head Start Program is to help ensure that day-to-day program practices promote health and safety. The WCAP Head Start Program will design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or group of children.

**How:** Refer to the Safe Place and Positive Techniques of Guidance Policy (1304.24) for strategies to be used with the child or children involved.

Listed below are the documentation steps involved when dealing with a child with difficult or unsafe behavior:

- Complete the following for the victim(s) and the aggressor(s):
  - a. Write a contact note in each child's file. This documentation will be brief and reference the Report for detailed information. (Example: "see Incident Report dated 4/5/13").
  - b. Complete Incident Report for each child involved.
  - c. Notify each child's family/parent(s) the same day; when possible, in person, or by phone, and in writing (copy of Report), following the Confidentiality Policy.
  - d. Update the Incident Summary Sheet each time an incident report is completed and faxed to the Health Coordinator. The Health Coordinator reviews, tracks, and immediately sends on to the appropriate supervisor or the Education and Disabilities Coordinator.
  - e. In the event of repeated incidents, the Child & Family Case Conference Plan/Review is completed as soon as possible. The follow-up Child & Family Case Conference Plan/Review is scheduled at the case conference and completed according to schedule.
- Complete the following ONLY for the aggressor(s):
  - a. A team meeting will be scheduled by the Teacher or Home Visitor to develop a Behavior Plan. Members of the team will include: family/parent, Teacher(s) or Home Visitor(s), Education & Disabilities Coordinator (or Education Manager, when applicable), and any appropriate service provider (ex: Mental Health Consultant, Child Development Services, therapist, Case Managers)
  - b. When possible the Education & Disabilities Coordinator (or Education Manager, when applicable) will complete a classroom observation of the child prior to the team meeting to develop a Behavior Plan.
  - c. As a team develop a Behavior Plan, following the form.

- d. Implement and follow the Behavior Plan accordingly. Adherence to this plan will be closely monitored and supervised. Modify the Behavior Plan and schedule follow-up team meetings as necessary.

Additionally, staff members adhere to the following:

- Any potential violation of a child's right to freedom from abuse and neglect must be immediately discussed with your supervisor and then reported to the Division of Licensing and Regulatory Services and Child Protective Intake Services (1-800-452-1999) in accordance with the Rules for the Licensing of Child Care Facilities
- Any guidance provided by the Division of Licensing and Regulatory Services and Child Protective Intake Services will be followed immediately with regular and ongoing monitoring by site staff members and management team.
- Staff members in school district classrooms follow 05-071 Department of Education Chapter 33: Rule Governing Physical Restraint and Seclusion.