



## **KidzQuest Behaviour Policy**

### **1. Policy Overview**

KidzQuest Activity Camps are committed to providing a safe, inclusive, and positive environment where all children can thrive. This Behaviour Policy outlines our expectations for behaviour, the support we provide to encourage positive behaviour, and the procedures for managing inappropriate conduct, including specific guidelines for addressing racial harassment.

### **2. Policy Aims**

The aims of this policy are to:

- Promote respectful, kind, and responsible behaviour among all children and staff.
- Establish clear expectations for behaviour and outline the consequences of inappropriate actions.
- Foster an environment where all children feel safe, valued, and included, free from bullying, harassment, or discrimination.
- Provide a consistent and fair approach to managing behaviour.
- Outline specific procedures for addressing racial harassment and ensuring that all incidents are handled sensitively and appropriately.

### **3. Behaviour Expectations**

At KidzQuest, we expect all children, staff, and visitors to:

- Treat others with respect and kindness.
- Listen to instructions from staff and cooperate with others.
- Take care of camp equipment, resources, and the environment.
- Respect individual differences and celebrate diversity.
- Speak up and report any behaviour that makes them or others feel uncomfortable, unsafe, or upset.

### **4. Promoting Positive Behaviour**

- KidzQuest staff will model positive behaviour and encourage children to make good choices through praise and positive reinforcement.
- Clear boundaries and rules will be established at the start of each camp session, and children will be reminded of these expectations regularly.
- Reward systems, such as stickers or certificates, may be used to recognise and celebrate positive behaviour and acts of kindness.
- Children will be given opportunities to discuss behaviour and reflect on how their actions affect others.



## 5. Managing Inappropriate Behaviour

Inappropriate behaviour includes actions that disrupt camp activities, disrespect others, or create an unsafe environment. Examples include:

- Disruptive or defiant behaviour
- Bullying or intimidation
- Physical aggression or fighting
- Inappropriate language or name-calling
- Damage to property

### Procedure for Managing Inappropriate Behaviour:

- **Step 1: Verbal Reminder** – The child will be given a gentle reminder of the expected behaviour and the chance to correct their actions.
- **Step 2: Warning** – If the behaviour continues, a clear warning will be given, explaining the consequences if the behaviour does not stop.
- **Step 3: Time-Out** – The child may be given a time-out or moved to a quiet area to reflect on their behaviour for a short period.
- **Step 4: Discussion with Staff** – The child will have a conversation with a staff member to discuss the behaviour, its impact on others, and how to make better choices.
- **Step 5: Communication with Parents/Guardians** – If the inappropriate behaviour persists, parents/guardians will be informed, and a plan may be developed to support the child in improving their behaviour.
- **Step 6: Exclusion from Activities** – In cases of severe or repeated inappropriate behaviour, the child may be temporarily excluded from certain activities. In extreme cases, the Camp Directors may decide to exclude the child from the camp session for safety reasons.

## 6. Procedure for Dealing with Racial Harassment

KidzQuest has a zero-tolerance policy towards racial harassment. Racial harassment is defined as any behaviour, language, or action that discriminates against, humiliates, or intimidates an individual based on their race, ethnicity, or cultural background.

### Examples of Racial Harassment:

- Racist comments, jokes, or name-calling
- Mocking someone's accent or cultural practices
- Excluding or isolating someone based on their race or ethnicity
- Displaying racist symbols or imagery

### Procedure for Addressing Racial Harassment:

- **Step 1: Immediate Action** – If an incident of racial harassment is observed or reported, staff will intervene immediately to stop the behaviour. The child responsible will be separated from the group, and the affected child will be given support and reassurance.
- **Step 2: Investigation** – The Camp Directors (Steven French or Laura French) will speak to all parties involved, including witnesses, to gather information about the incident.



The incident will be documented, including details of what was said or done, who was involved, and when it occurred.

- **Step 3: Communication with Parents/Guardians** – The parents/guardians of both the child responsible and the affected child will be informed of the incident. KidzQuest will work with the families to address the issue and provide appropriate support.
- **Step 4: Education and Reflection** – The child responsible for the harassment will be given an opportunity to reflect on their behaviour and learn about the impact of their actions. Staff may provide age-appropriate education on diversity, respect, and inclusivity.
- **Step 5: Consequences** – Depending on the severity of the incident, consequences may include a time-out, exclusion from activities, or, in serious cases, suspension from the camp. The Camp Directors will decide on appropriate actions based on the nature of the incident.
- **Step 6: Monitoring and Follow-Up** – KidzQuest will monitor the situation to ensure that the harassment does not continue and that the affected child feels safe and supported. Follow-up discussions with the child responsible and their family may be held to ensure understanding and prevent recurrence.

## 7. Anti-Bullying and Inclusivity

KidzQuest is committed to creating an environment that is free from bullying and discrimination. All children and staff have the right to feel safe and respected, regardless of their race, gender, religion, disability, or background. Any form of bullying, harassment, or exclusion will be taken seriously and addressed promptly.

## 8. Communication with Parents/Guardians

- KidzQuest values open communication with parents/guardians regarding their child's behaviour. Parents/guardians will be informed of any significant behavioural issues or incidents of harassment.
- If a child's behaviour is causing concern, KidzQuest will work collaboratively with parents/guardians to develop strategies for support.

## 9. Training for Staff

- All KidzQuest staff will receive training on managing behaviour, promoting positive interactions, and addressing issues of bullying and harassment, including racial harassment.
- Refresher training will be conducted annually, and staff will be kept informed of any updates to the Behaviour Policy.



## **10. Policy Review**

This Behaviour Policy will be reviewed annually or as necessary to reflect changes in best practices, legislation, or camp operations. Feedback from staff, parents/guardians, and children will be considered during the review process to ensure the policy remains effective and comprehensive.