

Behaviour Support/Management Guidance Tool

This tool is intended to be used by designated agencies to evaluate their behaviour support/management policies and procedures. Designated agencies are encouraged to work through the criteria below, to determine what aspects of their policies and procedures might need to be made clearer, or changed.

The criteria below are used by the Office of the Children's Guardian when reviewing an agency's behaviour support/management policies and procedures.

Introduction

	Yes	No
Does the policy start with a statement that sets out the main objectives of the policy including information about the agency's philosophy regarding behaviour management and psychotropic medication?		
Does the policy include a definition of challenging behaviour?		
Does the introduction cover issues such as why a behaviour management policy is important and outlining the benefits for the child or young person, carers, staff and for the agency?		
Does the introduction describe the focus of the policy, ie proactive or reactive or both?		

Definitions

	Yes	No
Does the policy include a definition of behaviour support/management plans?		
Does the policy outline what practices are prohibited?		
Does the policy define psychotropic medication?		
Does the policy include a definition of physical restraint and its use?		
Does the agency's policy define a critical incident?		
Does the agency's policy identify who the Principal Officer is under clause 26 of the Children and Young Persons (Care and Protection) Regulation 2012?		

Legislative requirements

	Yes	No
Does the policy outline the requirements under section 157 of the <i>Children and Young Persons (Care and Protection) Act 1998</i> ?		
Does the policy outline the requirements under section 158 of the <i>Children and Young Persons (Care and Protection) Act 1998</i> ?		
In relation to critical incidents, does the policy outline requirements under section 172 of the <i>Children and Young Persons (Care and Protection) Act 1998</i> ?		
Does the policy outline the requirements under section 175 (5)(c1) of the <i>Children and Young Persons (Care and Protection) Act 1998</i> ?		
Does the policy outline the requirements under clause 26 of the <i>Children and Young Persons (Care and Protection) Regulation 2012</i> ?		
Does the policy outline the requirements under clause 41 of the <i>Children and Young Persons (Care and Protection) Regulation 2012</i> ?		
Does the policy outline the requirements under clause 45 (2)(d) of the <i>Children and Young Persons (Care and Protection) Regulation 2012</i> ?		
Does the policy outline the requirements under clause 45 (2)(e) of the <i>Children and Young Persons (Care and Protection) Regulation 2012</i> ?		
Does the policy outline the requirements under clause 45 (2)(f) of the <i>Children and Young Persons (Care and Protection) Regulation 2012</i> ?		

Assessment of behaviours

	Yes	No
Do the procedures outline when behaviours will be assessed?		
Is it clear from the agency's procedures who is responsible for the assessment of behaviours?		
Do the procedures outline the process that will occur to assess behaviours?		

Support and training to manage behaviours

	Yes	No
Does the policy outline how the agency will support children or young people who exhibit challenging behaviours?		
Does the policy outline how the agency will support carers/staff caring for children or young people who exhibit challenging behaviours?		
Does the policy outline training requirements for carers/staff in managing behaviours?		
Does the policy outline what training/supports will be provided to staff/carers in the implementation of behaviour support/management plans?		
Does the policy outline what training will be provided to staff/carers in the administration of psychotropic medication?		
Does the policy identify who is responsible for the training/supports required for the implementation of behaviour support/management plans?		
Does the policy outline how children and young people will be supported if techniques not approved by the agency are used to manage behaviours?		
Does the policy outline the agency's response in relation to staff/carers if techniques not approved by the agency are used to manage behaviours?		

Behaviour support/management plans

	Yes	No
Does the policy outline when a plan should be developed?		
Does the policy outline who is responsible for developing a plan?		
Does the policy outline what requirements are needed for the agency to deem the person suitably qualified to develop a plan (eg qualifications, experience, role etc)?		
Does the policy outline participation by the child or young person or how they will be consulted in the development of the plan?		
Does the policy outline who else will be consulted in the development of the behaviour support/management plan (other relevant parties/professionals)?		
Does the procedure outline who can approve the behaviour support/management plan?		
Does the procedure outline who is responsible for the review and evaluation of the behaviour support/management plans?		
Does the procedure outline how often reviews and evaluations of the behaviour support/management plan occur?		

Psychotropic medication

	Yes	No
Does the policy outline how a child or young person will be consulted regarding the use of psychotropic medication, including what information will be provided to them?		
Does the policy outline what information the agency will obtain from the prescribing medical practitioner?		
Does policy outline what information about the psychotropic medication will be included in the behaviour support/management plan?		
Does the procedure outline how the agency will collect information about the administration of psychotropic medication?		

Critical incidents/crisis response

	Yes	No
Does the agency have a procedure that describes the process the agency will follow in responding to a critical incident?		
Does the agency have a procedure for staff/carers to follow when responding to a critical incident, outlining their role and responsibilities?		
Does the policy outline when external bodies may need to be notified of critical incidents such as NSW Police, FACS, NSW Ombudsman and the OCG?		
Does the policy outline who is responsible for notification to external bodies such as NSW Police, FACS, NSW Ombudsman and the OCG?		
Does the policy outline how the agency will respond to recommendations or outcomes from critical incidents?		
Does the policy outline the responsibilities of external bodies such as NSW Police, FACS, NSW Ombudsman and the OCG in relation to reports/notifications of critical incidents?		

Documentation and record keeping

	Yes	No
Does the policy include any attachments such as pro-formas, templates or forms which can assist in collecting and disseminating relevant information?		
Does the policy include a sign-off acknowledgment that a carer/staff member has read, understood and is prepared to abide by the agency's behaviour management and critical incident policy?		

More information

This fact sheet and other resources are available from our website www.kidsguardian.nsw.gov.au

For more information, please contact the Accreditation Team on (02) 8219 3600 or email accreditation@kidsguardian.nsw.gov.au

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