

# Behaviour Guidelines

## Teenage School Holiday Program (TSHP)

Young people participating in the TSHP are expected to behave in a considerate and respectable manner whilst attending the holiday program. If young people do not behave in this manner the implementation of a behaviour management plan may be required.

Unacceptable behaviour includes, but is not limited to:

- » Wilful damage to property
- » Theft
- » Bullying
- » Repeatedly ignoring direction given by workers
- » Constantly talking over others (workers and young people)
- » Verbal abuse, threatening or using repeated putdowns
- » Physically abusive, threatening behaviour
- » Discrimination
- » Racist remarks
- » Sexist remarks

When a young person displays behaviour as outlined above, staff should follow the steps outlined below.

**Step 1** - Verbally remind the young person the group rules at the time of behaviour.

**Step 2** - If behaviour is repeated, then staff must give the young person a verbal reminder of group rules and the consequences if rules are broken again.

**Step 3** - If behaviour continues, a one-on-one consultation should be undertaken away from other participants.

**Step 4** - Following a one-on-one consultation, staff should consider contacting parents or guardians to inform them of the situation. This provides an opportunity to see if there are any underlying issues at home or in the young person's life that you are unaware of.

**Step 5** - If behaviour continues, exclusion from the program or activity can be implemented and the young person's parents or guardian must be contacted.

**Step 6** - Before a young person can return to a program or activity a meeting should be held between the parents or guardian to negotiate their return to the program or activity.

**Step 7** - A behaviour contract should be drawn up and signed by the young person so that expectations are clear and agreed. These expectations should be reasonable and within the young person capabilities.

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### Contact City of Casey

03 9705 5200

**NRS:** 133 677 (for the deaf, hearing or speech impaired)

**TIS:** 131 450 (Translating and Interpreting Service)

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