



Child and Youth Behaviour Support Framework for Recreation Programs and Events 2026-01

Department: Recreation and Facilities

Division:

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Management Review: Catherine Simpson

Council Approval:

Date of Council Approval:

Revised:

1. Purpose:

The purpose of this policy is to promote a safe, healthy, respectful, and positive environment for all participants, volunteers, and staff involved in the Municipality of South Bruce's Recreation Programs and facilities.

Whereas, the R-Zone Policy provides clear measures and enforcement steps to be taken in order to address inappropriate behaviour at Municipally owned facilities and programs, the provisions require modification when applied to children under the age of 18.

This policy allows staff to develop and enforce procedures for managing behaviour of under-age participants in Municipal programs and events.

Policy:

2. DEFINITIONS

Discipline Procedure Notice Form – Level One, Two and Three Forms as attached in Appendix A

Under-age participant – means any patron/participant of a Municipality of South Bruce Recreational Program under the age of 18

South Bruce Recreation Program - includes, but is not limited to, the Before and After School Program, Summer Camps, Swimming Lessons, and other recreational programs

and activities hosted and administered by the Municipality, including programs run by a third party on the Municipality's behalf.

3. RESPONSIBILITIES

- 3.1 Consistent enforcement of Recreation Program Behaviour Procedures is the responsibility of Program Instructors.
- 3.2 The enforcement of progressive discipline action as described in the Recreation Program Behaviour Procedures is the responsibility of Program Instructors for verbal warnings.
- 3.3 Level One Forms are administered by Program Instructors or the Recreation Programmer. The Recreation Programmer must be informed in advance of all Level One Form issuances.
- 3.4 Level Two Forms are administered by the Recreation Programmer or the Manager of Recreation and Facilities. The Manager of Recreation and Facilities must be informed in advance of all Level Two Form issuances.
- 3.5 Level Three Forms and any program removals are administered by the Manager of Recreation and Facilities. The Chief Administrative Officer must be informed in advance of all Level Three Form issuances.
- 3.6 Depending on the severity of the situation, the progressive discipline process may bypass one or more steps, moving directly to a higher-level form (Level 2, or Level 3) as appropriate.
- 3.7 Completed Discipline Procedure Notice Forms and Behaviour Incident Forms will be kept on file, are active for three months after issuing and are transferrable to all Municipality of South Bruce registered and/or drop-in programs and facilities.

4. Verbal Warnings

- 4.1 Participants receive three verbal warnings during a recreational program or event before initiating a Level One Form for mild-moderate behaviours.

5. PROGRESSIVE DISCIPLINE PROCEDURE

Staff will make efforts to issue Discipline Procedure Notice Forms in accordance with this progressive discipline procedure in a timely manner to ensure prompt resolution.

A caregiver signature acknowledging receipt of a Discipline Procedure Notice Form

warnings will be requested at the issuance of all three levels.

It is understood that the examples of behaviour for each discipline level do not include all types of behaviour. Each incident will be reviewed based on information available, and that consequences outlined below are guidelines that may be adjusted to reflect conduct/actions.

5.1 Level One Form

If unwanted behaviour persists after three verbal warnings, a Level One Form will be issued to caregivers by the Program Instructor or Recreation Programmer describing the unwanted behaviour and collaboration in rectifying the issue.

Level One Forms aim to address behaviour is from mild to moderate.

Examples of behaviour includes but is not limited to:

- Repeatedly not listening or following directions
- Talking back or using rude language (non-threatening)
- Running indoors or in unsafe areas
- Minor disruptions during activities
- Refusing to share or take turns
- Isolated incidents of inappropriate language (not directed at others)

5.2 Level Two Form

If a participant is exhibiting degrading, unsafe, or unwelcoming behaviour; or if a Level One Form has been issued related to the same behaviour, caregivers will be issued a Level Two Form by the Recreation Programmer or the Recreation and Facilities Manager. Level Two Forms aim to address behaviour that is moderate to severe.

Examples of Behaviour includes but is not limited to:

- Persistent incidents after Level One Form
- Name-calling or mocking others
- Unsafe behaviour (throwing objects, climbing on furniture)
- Deliberately excluding others (social bullying)
- Inappropriate physical contact (e.g. pushing, shoving without injury)
- Inappropriate language directed at others
- Vandalism of facility property (minor)

5.3 Level Three Form

In cases requiring strong disciplinary action, a Level Three Form will be issued to caregivers. Parents will be contacted by the Recreation and Facilities Manager and the child may be sent home or advised of a longer suspension. The duration of suspension from program will be determined by the Facilities and Recreation Manager on a case-by-case basis depending on the severity of the issue.

Level Three Forms aim to address behaviour that is chronic, unsafe or not tolerated. Examples of Behaviour prompting a Level Three Form includes but is not limited to:

- Persistent incidents after a Letter Two Form
- Physical aggression (e.g. hitting, kicking, biting)
- Bullying or harassment (repeated or severe)
- Threatening or intimidating others
- Racial, homophobic, or discriminatory comments
- Deliberate injury to another participant or staff member
- Major property damage
- Bringing weapons or dangerous items to program
- Fleeing program boundaries or refusing to stay in designated areas

5.4 Removal from Programs

In some cases, immediate pick up from program, decreasing a participants in-program hours, an extended suspension or complete removal from program may be required. In the event where a participant requires to be picked up from program immediately, they may be removed from the immediate program space to ensure the safety of all participants and staff. Each incident will be dealt with on a case-by-case basis and is situation dependent. The length of reduced program hours, a suspension or complete removal from program will be determined based on the severity of the situation as determined by the Manager of Recreation and Facilities in consultation with staff and the Chief Administrative Officer. Suspensions may apply across Municipality of South Bruce programs and facilities depending on the severity of the behaviour, at the discretion of the Facilities and Recreation Manager.

Once a participant has been removed from a program or facility through a Level Three Form, the Municipality may require a return-to-program meeting with the Recreation and Facilities Manager or Recreation Programmer and/or the County of Bruce Resource Coordinator, to outline the rules of the program and the Behaviour Policy before re-instatement.

If a situation arises that is not inclusive to this policy, it will be dealt with by the Manager of Recreation and Facilities Department in consultation with staff and the Chief Administrative Officer.

The Municipality of South Bruce will not provide a refund or credit to anyone removed from a program as a result of behaviour that violates this policy or compromises the safety or well-being of participants or staff.

6. Attachments

Appendix A: Child and Youth Behaviour Support Framework for Recreation Programs and Events Behaviour Incident Form

Appendix A
Recreation and Facilities Department
Child and Youth Behaviour Support Framework for Recreation Programs and Events
Behaviour Incident Form

This form has been completed by the Municipality of South Bruce staff that witnessed and/or responded to the behaviour incident. All forms must be completed and signed by the parent/guardian, child, staff and Recreation Programmer. These forms will be kept on file and can be used for future reference.

☐ Level One	☐ Level Two	☐ Level Three
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Child's Full Name: _____

Date of Incident: _____

Program Name: _____

Location of Behavioural Incident (be specific):

Detailed Description of Behavioural Incident (be specific):

[illegible]☐ Behaviour Tracking Form Included

This space is intentionally left blank, signatures on back on the form.

Parent/Guardian Name

Parent/Guardian Signature

Program Staff Name

Program Staff Signature

Recreation Programmer Signature

Recreation and Facilities Manger Signature

Date

Date

Date

Date

Participant:		Staff Documenting:		
Date:	Time	Staff Present:		
Setting:	Antecedents	Behaviour	Intensity	Guidance Response
☐ Gym ☐ Library ☐ Hallway ☐ SH Cubbies ☐ Hillcrest Boot Room ☐ Playground ☐ Swing Set ☐ Large Sandbox ☐ Small Sandbox ☐ Other _____ Type of Activity: ☐ Whole Group ☐ Small Group ☐ Independent	☐ Change in routine ☐ Given direction ☐ Told to stop or “no” ☐ Given correction ☐ New/difficult task ☐ Asked to wait ☐ End of preferred activity ☐ Not give access to preferred item/activity ☐ Attention on others ☐ Ignoring ☐ Loud noises ☐ Transition ☐ Alone ☐ Non-preferred person ☐ Other: _____ _____ _____ _____ _____ _____	☐ Screaming/yelling ☐ Dropping to the floor (refusing to move) ☐ Refusal to transition ☐ Running indoors ☐ Ignoring/not responding ☐ Task refusal ☐ Pushing ☐ Minor property destruction ☐ Inappropriate language ☐ Throwing items ☐ Name-calling or mocking others ☐ Excluding others (social bullying) ☐ Physical aggression (e.g. hitting, kicking, biting) ☐ Bullying or harassment (repeated or severe) ☐ Threatening or intimidating others ☐ Deliberate injury to another participant or staff member ☐ Major property damage ☐ Fleeing program boundaries or refusing to stay in designated areas ☐ Other: _____ _____ _____ _____	Low ☐ 1 ☐ 2 Medium ☐ 3 ☐ 4 High ☐ 5 ☐ 6 How long? _____ seconds _____ minutes	☐ Verbal Redirection ☐ Provided additional adult support/attention ☐ Offered choices ☐ Supported transition away from activity ☐ Item temporarily removed ☐ Activity delayed ☐ Calming or sensory strategy implemented ☐ Switched groups/location ☐ Cleared room/location for safety ☐ Physical blocking support to block unsafe actions ☐ Other supportive strategy used: _____ _____ _____ _____

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