



Referrals to Outside Agencies

Board Approval: October 11, 2016

Policy

This policy was developed to ensure that children are supported and family involvement is gained and respected when children are exhibiting behaviour that may require additional supports.

Procedure

- Staff member will inform supervisor of child's exhibited behaviour
- Staff members will discuss challenges at staff meetings and develop or share strategies with others
- Supervisor and staff will develop a plan of action for strategies
- If strategies are unsuccessful or have limited success, or behaviour exhibited continues to put others at risk, the supervisor will contact the parent/guardian
- Supervisor will discuss with the parent the current observations and strategies that have been put in place
- Supervisor will seek the parent's permission to allow an outside resource educator to assist the centre in better meeting the child's needs
- Supervisor will have parent sign the necessary permission forms
- Supervisor will set up meetings with resource educator and parent and staff as required
- Supervisor will share any individualized plans from the resource educator with the program staff
- Program staff will sign off on the reading and implementation of these plan/s
- Staff will incorporate and implement suggestions and strategies from individualized plans on the weekly program plan

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: