



## Referrals to Outside Agencies

Revised: October 11, 2016

Secretary Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 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: