Separation from the Group

Policy:
A child will not be separated from the group unless, less intrusive methods of guiding the child’s behavior have been tried and were ineffective or the child’s behavior threatens the well-being of the child or other children in the program.

Procedure:
• If a child requires separation from the group the child must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a staff person.
• A staff person will use positive social/emotional techniques to help the child to “re-group”.
• As soon as the child’s behavior is under control, the child will be asked to rejoin the group.
• Staff must then document the separation from the group on a Separation Report including the following information:
  o Date
  o The Child’s Name
  o The Staff Person’s Name
  o Time of the Incident
  o Incident Description, including how the child’s behavior continued to threaten the well-being of the child or other children in the Center.
  o Guidance Methods Used
  o Separation Time (Begin/End)
  o Parent Notified
  o Behavior Plan on File
• If a child is separated from the group 3 or more times in one day, the child’s parent shall be notified and the parent notification shall be indicated on the Separation Report log.
• If a child is separated 5 or more times in 1 week, or 8 times or more in two weeks, the procedure for dealing with persistent unacceptable behavior must be followed. Classroom staff will observe and collect BIR’s (Behavior Incident Reports).
• Following data collection on the BIR’s regarding frequency, intensity and duration of behaviors it may be necessary to develop and implement a PDI (Planned and Document Intervention) to determine appropriate intervention for if/when behaviors occur in the classroom.

This policy complies with MN DHS Rule 3 - 9503.0055, subpart 4 and 5

Approved by Policy Council on August 10, 2016
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