

Appendix 4 – Overview of the Individual Behaviour Support Plan (IBSP) Process

The IBSP is developed and written following consultation with the child's family, service staff, KU Education Support Managers, Area Managers and other professionals.

Essential points to be covered in this plan include:

1. **Background Information:** from the family, service staff and other professionals.
2. **Concerns:** impact on the child, others and the environment.
3. **Observations:** by the service staff, family and other professionals, using forms such as:
 - Appendix 5 – Observation Summary
 - Appendix 6 – Behaviour Frequency Chart
 - Appendix 7 – ABC Chart, and developmental checklists

4. Analysis and Interpretation

a) Analysis

We analyse the information in the observations to better understand the behaviour and to plan for both prevention and a response. It will inform us about the:

- Context or circumstances – where and when does the behaviour occur?
- Form of the behaviour – what do you see the child do?
- Function of the behaviour – what does the child achieve by using this behaviour (gain or avoid)?
- Consequences – what response reinforces the behaviour?

b) Interpretation: the hypothesis statement

When X _____ happens, _____ (child) does Y _____ to achieve Z _____.

5. Planned Approach

- a) **Preventative strategies:** developed through a strengths-based approach, the analysis of the social/emotional and physical environments and the child's interests.
 - b) **Teaching strategies:** the new skills and behaviours that need to be actively taught.
 - c) **Intervention strategies:** a planned response to prevent escalation of the behaviour and to re-regulate the child for successful inclusion.
6. **Implementation:** All permanent and contracted staff who may work with the child are to be aware of and understand the IBSP. Parents and educators are to sign and date the plan before implementation. Casual staff are to sign and date Appendix 11 – IBSP Summary Sheet.

Review process and date: At Step 6, a process of monitoring and reviewing the IBSP is determined and agreed on by all parties. A date is set for a formal review, no more than three months from the implementation date.