

## INSIGHT | PLANNING &amp; HANDOVER

# The One-Page Plan That Actually Gets Used

*If a behaviour support plan is too long for a busy shift, it will not be used. Five questions, one page, every educator on the same script.*

McArthur Early Childhood Education | The Practitioner's Guide to the NQF | Edition 03

A behaviour support plan does not need to be long to be useful. In fact, if it is too long, educators will not use it during a busy shift. The test is: can a casual educator read this in two minutes and respond consistently today?

## Five questions the plan must answer

1. Pattern — when and where does this behaviour usually happen?
2. Prevention — what adult action reduces the chance of it happening?
3. Script — what consistent wording do all educators use?
4. Regulation — what helps the child calm safely?
5. Escalation — who to call and when?

## The casual educator handover card

For casual educators, the most helpful information is not a long story. It is the five things they need to respond consistently today:

### HANDOVER CARD CONTENT

1. Pattern — when the behaviour is most likely.
2. Prevention — what to do before it escalates.
3. Script — the exact words the team uses.
4. Escalation — who to call and when.
5. Documentation — ABC facts, adult response, what helped recovery.

## The seven-day consistency cycle

For teams working on a repeating pattern, the cycle makes change manageable:

6. Choose one routine or behaviour the team keeps seeing.
7. Write the ABC facts.
8. Set one prevention change to trial.
9. Agree the script — all educators use the same words.
10. Update the casual handover.
11. Check the records.

12. Review what changed — did incidents reduce? Did recovery shorten? Decide the next step.

## Talking with families

Open with how you are supporting the child, not with the problem. Share facts, not labels. Name the plan. Invite family input. Confirm a review date. Families should know the plan is being monitored — not mentioned once.

---

This article is part of The Practitioner's Guide to the NQF — McArthur's editorial series for the early childhood education sector. For the full whitepaper and webinar replay, visit [www.mcarthur.com.au/insights](http://www.mcarthur.com.au/insights).