



Behaviour Management Policy

Sandmartins behaviour policy will be in two parts. The first for the adults with an interest, the second to make our aims and intentions clear to the children and young-people in our care.

Part One:

Sandmartins recognises the importance of positive and effective behaviour management strategies in promoting the welfare, learning and enjoyment of children and young people.

The aims of the Behaviour Management Policy are to help the children and young people to

- Develop a sense of caring and respect for one another;
- Build caring and co-operative relationships with other children and adults;
- Develop a range of social skills and help them to learn what constitutes acceptable behaviour;
- Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Also to work in partnership with and, if necessary, seek support from, Sandford Primary Schools staff . Support will also be sought where children/young people attend from other schools within the area.

Behaviour Management Strategies

The club, manager and staff will manage behaviour according to clear, consistent and positive strategies. Parents/ carers and committee members are encouraged to contribute to these strategies, raising any concerns or suggestions.

Behaviour management in the club will be structured around the following principles:

Staff, young people and children will work together to establish a clear set of 'ground rules' (see Part Two) governing all behaviour in the club. These will be periodically reviewed so that new children and young people have a say in how the rules of the club operate.

These 'rules' will apply equally to all children, young people and staff.

Positive Behaviours

Activities will be varied, well planned and structured, so that children/young people do not become easily bored or distracted.

Positive behaviour will be reinforced with praise and encouragement.

Staff will make every effort to set positive examples to children and young people by behaving in a friendly and tolerant manner, thus promoting an atmosphere where children/young people and adults respect and value each other.

Negative Behaviours

When dealing with negative behaviour, staff will always communicate in a clear and positive manner. Negative behaviour will be challenged calmly but assertively.

When children or young people use negative behaviour, staff will take care to distinguish between 'disengaged', 'disruptive' and 'unacceptable' behaviour.

- 'Disengaged' behaviour – this may indicate that a child is bored, unsettled or unhappy. With sensitive interventions, staff will often be able to re-engage the child or young person in a purposeful activity.
- 'Disruptive' behaviour – this describes the behaviour of a child or young person, which prevents others from enjoying themselves. Staff may be able to re-direct the child or young person's energies by offering alternative positive options.
- 'Unacceptable' behaviour – this refers to non-negotiable actions (e.g. discriminatory remarks, violence, bullying or destruction of equipment). Staff will make clear to the child or young person that certain consequences will follow from such behaviour. In the first instance the child or young person will be removed from the activity. Further discussion will then take place with relevant parties to determine what, if any further action is appropriate.

Staff will facilitate regular and open discussion with children/young people about their behaviour, listening attentively to the child's or young person's reasons for their actions. This will help youngsters to understand the negative aspects of their behaviour, enable them to have their say and be helped to think through the causes and effects of their actions. Youngsters will be encouraged to understand that their negative behaviours have consequences for both themselves and others.

Children/young people will always be given the opportunity to make amends for their negative behaviour and, unless it is judged inappropriate, be able to re-join the activity.

In the event that unacceptable behaviour persists, more serious actions may be taken. Refer to appendix - Suspensions and Exclusions Policy.

Children and young people who experience negative behaviours (e.g. bullying, racism etc) will be encouraged to speak out. Staff will do their best to raise the confidence levels of these youngsters.

Staff will encourage and facilitate mediation between children or young people to try to resolve conflicts by discussion, negotiation and an increased mutual understanding.

Adult Concerns

Staff will avoid shouting at work.

Staff will work as a team by discussing incidents and resolving to act collectively and consistently.

Staff will do their best to discuss concerns with parents/ carers at the earliest possible opportunity in an attempt to help identify the causes of negative behaviour and share strategies for dealing with it.

The Use of Physical Interventions

Staff will use physical intervention as an act of care and control, and never punishment.

Staff will use physical interventions only as a last resort and only then, if they have reasonable grounds for believing that immediate action is necessary, to prevent a child/young person from significantly injuring themselves or others, or to prevent serious damage to property. This is particularly the case, if the member of staff is alone with the child or young person. Another member of staff should be alerted as soon as possible.

Before reaching this stage, staff will have used all possible non-physical actions (diversions/ dialogue etc), to manage the behaviour. The child or young person will be told that physical intervention will be used if they choose to continue their behaviour.

Discussion will be maintained with the child or young person throughout, so that staff can explain what they are doing and why they are doing it.

Only the minimum force needed to prevent injury or damage should be applied (e.g. leading a child or young person away by the hand or by an arm around their shoulders).

The force of the physical intervention will be appropriate to the age, size and strength of the child or young person involved.

As soon as the situation is deemed safe, the physical intervention should be gradually relaxed to allow the child or young person to regain self-control.

If staff members are not confident about their ability to contain a particular situation or type of behaviour, they should consider seeking help from other staff, the child's or young person's parents/ carers, their relevant school or, in extreme cases by calling the police.

When physical intervention has taken place, a full record should be made, as soon as possible, in the incident record book, and the Manager notified. It must be discussed with the parents/carers as early as possible.

If a staff member commits any act of violence or abuse towards a child/young person at the club, serious disciplinary action will be implemented.

Part Two

A policy for parents, guardians, children and young people to read and sign on registering with the club

The Club aims:-

- to have a happy and purposeful environment
- to care for ourselves
- to care for other people
- to care for property
- to care for our club environment.

We will not:-

- will not hit, kick, spit, hurt or bite anyone on purpose.
- will not use swear words.
- will not play in no-go areas.

Children and young people will be encouraged to play together, share together, help each other, be kind to each other, try to understand other peoples point of view, show respect to each other. Speak politely. Act with courtesy and consideration at all times. Children and young people will be rewarded for good behaviour. When problems do occur, explanations and reasoning will be used first, the child/young person will be distracted from their unreasonable behaviour and removed from one area to another “No will mean “no” Tantrums and whining and other attention seeking behaviour will be played down so that eventually it will die out in this way, children and young people will soon realise that is acceptable behaviour. If this fails, a time out system will be used. For more serious incidents or repeated unacceptable behaviour, the Manager will inform and involve the parents/carer.

The Trustees have the right to refuse a child admission and to ask the child to leave after two weeks of unacceptable behaviour if all the above measures fail.

Name of Child/Young Person.

Signature by Parent/Carer

Signature by Child/Young Person

Dated.

Appendix – Suspensions and Exclusions

Our club is committed to managing negative behaviour in a non-confrontational and constructive manner, in line with the above policy.

Staff will keep parents/carers informed about behaviour issues relating to their child/young person and attempt to work with them to tackle the causes of negative behaviour.

Children/young people will be encouraged to discuss their behaviour and to explain their actions. They will receive help to develop strategies aimed at avoiding repetition of the behaviour.

Persistent unacceptable behaviour will result in a formal warning being given. The reasons why their behaviour is unacceptable and the consequences of any further such behaviour will be explained.

Details of all warnings, suspensions and exclusions will be recorded. Each warning will be discussed with the child or young person's parents/carers, as well as with the child/young person..

All staff will be made aware of any warnings given to a child or young person.

As a last resort, the club has the right to temporarily suspend or permanently exclude a child or young person in the event of persistent or irresolvable unacceptable behaviour.

Wherever possible, the club will give time for alternative childcare to be found.

Staff may not impose a suspension from the club without prior consent of the Manager (or chair of committee if the Manager is unavailable). The Manager will be informed and a discussion begun as early as possible, if staff believe a child or young person's behaviour may warrant a suspension or exclusion.

In the event of an extremely serious or dangerous incident, a child or young person will be immediately suspended. Their parents/ carers will be contacted immediately and asked to collect their child. Children/young people will not be allowed to leave the premises until their lift arrives.

After an immediate suspension has taken place, a meeting will be arranged with the child or young person and their parents/carers to discuss the incident. A decision will be made as to whether a place at the club can continue to be offered.

Suspensions and exclusions should be consistent, fair and proportionate to the behaviour concerned. Any relevant information about the child or young person and their situation should be considered.

When a suspension is over and before a child or young person is allowed to return to the club, there will be a discussion between staff, the child or young person and their parents/ carers, setting out the conditions of their return.

The Behaviour Management Policy should be read in conjunction with the following:

Information Sharing Policy
Accident/Incident Records
Parent/Carers Policy
Smoking Alcohol & Drugs

This policy was adopted by: Sandmartins	Dated 14 th November 2015 Reviewed 2016 & 2017
Release Authority- Trustees	Signed Adam Dolman Trustee 22 nd May 2018
To be reviewed May 2019	Signed A. Dolman