

Bovey Tracey After School Club

Acceptable Behaviour Policy



Bovey Tracey After School Club uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the Club. Working in partnership with parents, we aim to promote acceptable behaviour and manage unacceptable behaviour by using clear, consistent and positive strategies. The Club rules and behaviour Code are clearly displayed at every session, and are discussed regularly. A copy of the Behaviour code is included in the registration pack for the parents and children to read and sign agreement before registration.

Whilst at the After School Club we expect children to:

- Display behaviour that is acceptable to other children and staff
- Comply with the Club rules, which are compiled by the children attending the club
- Respect one another, accepting differences of race, gender, ability, age and religion
- Develop their independence by maintaining self-discipline
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at the Club

Encouraging positive behaviour

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Informing parents about individual achievements
- Certificates for exceptional achievements
- Offering a variety of play opportunities to meet the needs of the children attending the Club

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the Club will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, the child will be temporarily removed from the activity.
- Staff will discuss why the behaviour displayed is deemed inappropriate.
- Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- If the inappropriate behaviour appears to be as a result of boredom, staff will consult with the child to find activities that more fully engage them.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- We will not threaten any punishment that could adversely affect a child's well-being (eg withdrawal of food or drink).

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child in accordance with our **Suspensions and Exclusions** policy. The reasons and processes involved will be clearly explained to the child.

Physical intervention

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of staff has to physically restrain a child, the manager will be notified and an **Incident record** will be completed. The incident will be discussed with the parent or carer as soon as possible.

If staff are not confident about their ability to contain a situation, they should call the manager or, in extreme cases, the police.

All serious incidents will be recorded on an **Incident record**. This may be used to build a pattern of behaviour, which may indicate an unknown underlying cause.

If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our **Safeguarding** policy.

Corporal punishment

Corporal punishment or the threat of corporal punishment will **never** be used at the Club. We will take all reasonable steps to ensure that no child who attends our Club receives corporal punishment from any person who cares for or is in regular contact with the child, or from any other person on our premises.

Suspensions and Exclusion

Where a child **persistently** behaves inappropriately, we will implement the following procedure:

1. Give the child a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents.
2. Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future.
3. Details of formal warnings, suspensions and exclusions will be recorded on an **Incident record** and kept in the child's records.
4. The formal warning will be discussed with the child's parents, and all staff will be notified.

Staff will inform the committee if a child's behaviour warrants suspension or exclusion.

We will only suspend or exclude a child from the Club as a last resort, when all other behaviour management strategies have failed or if we feel that children or staff are at risk.

Suspensions and exclusions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the child's age and maturity as well as any other factors relevant to the child's situation. If appropriate, we will seek advice from other agencies.

Temporary suspensions

Temporary suspensions will be applied in the following situations:

- Where formal warnings have failed to improve a child's persistent, challenging and unacceptable behaviour.
- In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect. We will contact the parents and ask that the child be collected immediately.

The Club may temporarily suspend the child for a period of up to 15 consecutive days. If the Club takes this step, we will discuss our concerns with the parents/carers in order to work together to promote a more desirable pattern of behaviour. We will also work with the school in these instances.

At the end of the suspension period the manager will meet with the parents/carers and the child, in order to agree any conditions relating to the child's return to the Club.

Permanent exclusion

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child. This will only be done as a last resort when all other avenues and efforts to make things better have been exhausted. It would be done in consultation and partnership with the whole family and would also involve input from the school.

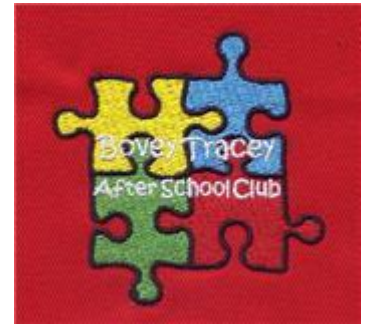
If a child is excluded from the Club, the parents/carers will be given a verbal and written explanation of the issues and subsequent actions. The parent/carer has the right to appeal to the management against the exclusion within 14 days of receiving written notification of the exclusion.

Policy Written: 01.08.14

To be reviewed: August 2016

Written in accordance with the EYFS welfare requirement: *Safeguarding and promoting children's welfare.*

BOVEY TRACEY AFTER SCHOOL CLUB ACCEPTABLE BEHAVIOUR CODE



Bovey Tracey After School Club aims to promote a friendly atmosphere where children are encouraged to value and respect other children, adults and the environment.

Bovey Tracey After School Club uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the Club. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies. The Club rules are clearly displayed at every session, and are discussed regularly.

- Do not leave the clubs designated areas
- No fighting or hurting anyone
- Be kind to everyone
- Do not shout or be rude
- Everyone can play
- Listen to others without interrupting

Unacceptable behaviour includes physical or verbal aggression, disruptive behaviour, discriminatory comments, violation of safety either to themselves, other children or staff and wilful damage to property. If a child breaks the code of conduct the following steps will be taken

- Step 1:** A member of staff will explain that behaviour is unacceptable and give a warning that if repeated the child will have a time out.
- Step 2:** Child will be sent to time out for 5 minutes (cooling off period) and incident recorded
- Step 3:** Parents will be informed
- Step 4:** If 3 incidents occur in a half term period the matter will be referred to the management committee and the child may be suspended for a period agreed by the committee.

In the event of an extremely serious or dangerous incident a child will be suspended from the Club with immediate effect. In such circumstances, the child's parent/carer will be contacted immediately and asked to collect their child, even if the child normally signs themselves out. Children will not be allowed to leave the premises until a parent/carer arrives to collect them. After an immediate suspension has taken place, the Manager will arrange a meeting with the child concerned and their parents/carers to discuss the incident and decide if it will be possible for them to return to the Club. Children will only be suspended or excluded, when there is no alternative action that could be taken, or when it is felt that other children and/or staff are potentially at risk.

When a suspension is over and before a child is allowed to return to the Club, there will be a discussion between staff, the child and their parent/carer, setting out the conditions of their return.

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of staff has to physically restrain a child, the manager will be notified and an **Incident record** will be completed. The incident will be discussed with the parent or carer as soon as possible.

If staff are not confident about their ability to contain a situation, they will call the manager or, in extreme cases, the police.

In signing this agreement both the child and parents agree to abide by the club's policies

Parents Signature _____ Parent Name _____

Child Signature _____ Child Name _____

Date _____