



Behaviour Policy and Procedure

Last Review: 30/11/2016

Review date: 30/11/2017

Coral Cove Out of School Club believes that children flourish best when they know how they are expected to behave. Children gain respect through interaction with caring adults who show them respect and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings.

Children need to have set boundaries of behaviour for their own safety and the safety of their peers. Within the Club we aim to set these boundaries in a way which helps the child to develop a sense of the significance of their own behaviour, both in their own environment and those around them. Restrictions on the child's natural desire to explore and develop their own ideas and concepts are kept to a minimum.

We will not give corporal punishment to any child, and will take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with the children, or by any other person working on the premises.

Where physical intervention is used for the purpose of averting an immediate danger to the child or another, we will keep a record of this and share the information with parents the same day.

We aim to:-

- Recognise the individuality of all our children
- Encourage self-discipline, consideration for each other, our surroundings and property
- Encourage children to participate in a wide range of group activities to enable them to develop their social skills
- To show by our own behaviour respect for each other and the children and parents
- Work in partnership with parents and carers by communicating openly by praising children and acknowledging their positive actions and attitudes, we hope to ensure that children see that we value and respect them
- Encourage all staff working with the children to accept their responsibility for implementing the goals in the policy
- Promote non-violence and encourage the children to deal with conflict without confrontation
- Provide a key worker system enabling staff to build a strong and positive relationship with children and their families

As a setting we will keep up to date with legislation, research and thinking on handling children's behaviour; access relevant sources of expertise on handling children's behaviour; attend external training events, and check that all staff have relevant in-house training on handling children's behaviour. A record will be kept of staff training attendance.

Within our setting we are able to work with members of the team and parents to develop positive behaviour strategies that can be used within the setting and at home.

All adults will ensure that rules concerning behaviour are applied consistently so the children know what is expected and feel secure.

When children behave in unacceptable ways:-

- Physical punishment such as smacking or shaking will be neither used nor threatened
- Children will not be singled out or humiliated in any way.
- Staff within the nursery will redirect the children towards alternative activities.
- Discussions with children will take place respecting their level of understanding and maturity
- Staff will not raise their voices in a threatening way
- In any case of misbehaviour, it will always be made clear to the child or children in question, that it is the behaviour and not the child that is unwelcome
- How a particular type of behaviour is handled will depend on the child and the circumstances. It may involve the child being asked to talk and think about what he or she has done.
- Parents will be informed if their child is persistently unkind to others or if their child has been upset.
- In all cases, inappropriate behaviour will be dealt with immediately within the Club.
- Parents may be asked to meet with staff to discuss their child's behaviour, so if there are any difficulties, we can work together to ensure consistency between home and Club.
- Children will be helped to develop non-aggressive strategies to enable them to deal with anger in a productive way.
- Children will be given opportunities to release their feelings creatively.
- Confidential records will be kept on any negative behaviour that has taken place. Parents/carers will be informed.
- To support a child to make amends according to the circumstances and their stage of development e.g. get a tissue, help rebuild a model

If a child requires help to develop positive behaviour, every effort will be made to provide for their needs through partnership with parents/carers and formal observation. Staff will make every effort to identify the unwanted behaviour and the causes of that behaviour.

From these observations and discussions an individual behaviour plan will be implemented.

Children will be distracted from the negative situation and supported in a different activity or environment, if necessary for their own well-being and that of others in the group.

Biting

Biting is common among young children, particularly in group settings. Where possible we will try to prevent biting taking place. When a child has bitten we will have a consistent response for biting. We will clearly tell children that it is not ok to bite and we will care for the child that has been bitten. We will look for patterns in biting and try to identify any triggers. If the biting is persistent we will work with parents and other professionals to try to overcome it.

Bullying

Children need their own time and space. It is not always appropriate to expect a child to share and it is important to acknowledge children's feelings and to help them understand how others might be feeling. Children must be encouraged to recognise that bullying, fighting, hurting and discriminatory comments are not acceptable behaviour. We want children to recognise that certain actions are right and that others are wrong.

Bullying takes many forms. It can be physical, verbal or emotional, but it is always a repeated behaviour that makes other people feel uncomfortable or threatened.

Any form of bullying is unacceptable and will be dealt with immediately. At our setting, staff follow the guidelines below to enable them to deal with challenging behaviour:-

- staff are encouraged to ensure that all children feel safe, happy and secure
- staff are encouraged to recognise that active physical aggression in the early years is part of the child's development and that it should be channelled in a positive way
- our staff are encouraged to adopt a policy of intervention when they think a child is being bullied, however mild or "harmless" it may seem
- the staff are ready to initiate games and activities with children, when they feel play has become aggressive, both indoors or out
- any instance of bullying will be discussed fully with the parents of all involved, to look for a consistent resolution to the behaviour
- if any parent has a concern about their child, a member of staff will be available to discuss those concerns. It is only by co-operation that we can ensure our children feel confident and secure in their environment, both at home and in the Club.

If bullying is perceived to have occurred:-

- A member of staff will talk to the victim and the bully and have them discuss or write down what has happened and go through the situation with them.
- They will be calmly explained to why there are rules about bullying and that bullying is a serious matter.
- The staff member will ask the bully to apologise to the victim.
- A plan of action will be discussed with the victim, bully and setting staff and parents will be informed at the end of the session.
- A record will be kept of any serious incident and the parents / carers of both the victim and the bully will be contacted as outlined above.
- Persistent bullying behaviour will be dealt with following the previously outlined procedures.
- Any decision regarding suspension will be final.

All meetings that take place with parents will do so in a private meeting room, away from others and any daily incident reports will be done in privacy.

By positively promoting good behaviour, valuing co-operation and a caring attitude we hope to ensure that children will develop as responsible members of society.

PREVENT Duty & British Values

As a setting we have a duty to have due regard to prevent people from being drawn into terrorism. This means that we will promote the 4 British Values to all of the children & families using our service. The British Values are; Democracy; the Rule of Law; Individual Liberty and Mutual Respect; Tolerance of those with different Faiths & Beliefs.

These values are fundamental to helping all children to become compassionate, considerate adults who form part of a fair and equal society.

As a setting we have a duty to be alert to harmful behaviours by influential adults and take action when we observe behaviours of concern. We need to be able to identify children who may be vulnerable to radicalization and be aware of what to do when they are identified.

We will work in partnership with Local Police, LSCB & Prevent Co-ordinators, we will where necessary make referrals to the Local Channel Panel where there are concerns that an individual may be being drawn into

terrorism or extremism.

Behaviour Contracts

It may be necessary to ask a child and their parent to sign a behaviour contract, where setting strategies are not meeting the needs of the child. In these instances, this will be discussed with the child and parent, they will be able to have a say as to what is put into the contract and all groups will be expected to follow this.

Manners

At the Club we feel good manners are very important skills for the children to learn and we encourage positive use of them.

The children are encouraged to say "Please" and "Thank you" and "please may I leave the table".

What we expect of the children

- To make the best possible use of opportunities in the Club and take pride in their work
- To act with consideration and respect towards others
- To listen and respond to others especially to listen to adults and obey their instructions
- To work in a harmonious and co-operative way
- To take responsibility for and think about their actions, accepting sanctions and saying sorry when necessary
- To come to staff with their problems
 - To accept fair criticism and accept that sometimes people make mistakes.
 - To behave in a way that is acceptable, be polite and use people's proper names
 - Not to hurt others, be unkind, fight or use toy weapons, or use sticks or stones as weapons or in a way which might hurt others
 - To respect the property and equipment of the setting and the possessions of others
 - To care for the setting environment, garden and living things around the Club
 - To care for the safety of everyone in the Club
 - To keep the Club rules. To follow safety rules indoors and outdoors.
 - To walk in the building to avoid collisions.

What children can expect from us

- To provide a safe and stimulating learning environment appropriate to their individual needs
- To be listened to and taken seriously
- To be treated in a kind, polite, fair and reasonable manner
- To be helped to develop a positive self-image
- To be helped to develop their negotiating skills and their ability to talk through situations
- To be recognised and praised for their efforts and achievements
- That bullying in any form will not be tolerated

What parents can expect from us

- The provision of a safe environment appropriate to their child's needs and stage of development
- The opportunity to discuss their child's progress, by arrangement with their key worker or setting staff
- To be kept informed of activities and main curriculum focuses in the classrooms
 - To be notified of any concerns the Club may have relating to their child's education or welfare
- To be treated with consideration and in a professional manner

Policy dated: ____/____/____

Signed for and on behalf of the Setting: _____

Print: _____