

## **Behaviour Policy**

At Didsbury CE Kids Club, the staff team will not tolerate any forms of unacceptable behaviour. Examples of this are: -

Bullying          violence or threats of violence          inappropriate gestures

Abusive or threatening language          theft of another persons' property

Fighting          sexual or racial discrimination

Spitting          hitting/kicking others          swearing

Should an incident arise in conjunction with any unwanted behaviour being displayed, a member of staff will address the situation immediately.

### **Procedure to follow:**

1. Identify the inappropriate behaviour
2. Respond to the incident (positively – where possible)
  - Never respond with aggression
  - Remain calm and talk in a calm voice
  - Do not put yourself or others at risk
  - Never use physical punishment
  - Never send a child out of the room
3. In the first instance - separate the child  
(This may involve removing a child from an activity and asking them to go and have some thinking time or calm time)
4. When the child is calm, try to facilitate mediation and resolve the conflict by speaking to any other children who were involved and address problems that led to the unwanted behaviour.
5. Record all issues of unwanted behaviour in the 'Behaviour Book' and any isolated or more serious incidents are to be recorded on an 'Incident Form'. This will be scanned into CPOMS by the Manager or Deputy Manager.
6. A Manager/ Deputy Manager will feedback to the parent/carer regarding the behaviour of their child during the session.
7. The behaviour will be discussed with class teachers, where necessary, and the club staff will work together with them on strategies to support the child and their behaviour.

## **Additional guidance for managing behaviour**

- ❖ If the inappropriate behaviour appears to be as a result of boredom, staff will consult the child to find out what activities interest them and they can engage in.
- ❖ The Manager will consult with parents to formulate clear strategies to support a child who we have concerns about their behaviour.
- ❖ We will not threaten any type of punishment that could adversely affect the child's well-being, e.g. no snack at snack time.
- ❖ The age and of the child will be taken into consideration with regard to managing their behaviour.
- ❖ The policy still applies to children with an EHCP however their additional needs will be taken into consideration.
- ❖ Staff will be consistent when implementing rules for behaviour.

### **Positive Handling**

Physical intervention should only be used to manage a child's behaviour if it is necessary to prevent personal injury to: -

- \*the child
- \*other children
- \*an adult
- \*serious damage to equipment or property

In the event that 'positive handling' is used to manage a child's behaviour, it must be recorded on an 'Incident Form' and the parent/carer informed on the same day. The incident must also be uploaded to CPOMS within 24hours by a Manager or Deputy Manager.

### **Team Teach Training**

*All our staff at Didsbury CE Kids Club completed their Team Teach Level 1.*  
July 2019

Departmental guidance recommends that all staff who are likely to need to use physical interventions in the course of their work should receive clear guidance and appropriate training so that they can do it properly and safely.

Health and Safety legislation also requires employers to provide relevant training to reduce risk wherever it is foreseeable. Team-Teach training is designed to help employers who have a duty of care to fulfil that duty. Team-Teach is recognised across the UK and around the world as the appropriate training model because it was specifically designed for caring services by experienced and qualified teachers and residential care workers.

It provides the correct balance in reducing risk, restraint and restriction within a clear ethical framework.

## **Behaviour card systems**

Didsbury CE Kids Club has a card system in place for use as a behaviour strategy.

### **1. 'Smiley face card exchange'**

This is for the children in Nursery and Reception and Y1.

Staff will give out a 'sad face' card if they decide that the child has not been behaving appropriately. In most cases this will be dealt with by the child's key worker who will give feedback to parents/carers and explain our card system. With parental/carer support, we will then work together to encourage the child to behave more positively and then we can exchange the 'sad face' for a 'smiley face' which will be in itself a reward card which they can then keep.

### **2. Yellow/Red card system**

This is for children in - Years 2, 3, 4, 5, and 6

**Yellow cards** are given for continued unwanted behaviour, e.g. the same thing keeps happening and the child is not responding to the strategies being used to manage their behaviour. If a child does not respond to staff and displays the unwanted behaviour 3 times in the same session, this is to result in a yellow card.

The Deputy Manager will inform parents when they collect their child if a yellow card has been issued. The Club Manager will always be informed when a yellow card is given and will follow this up by contacting parents by email and arranging a time to discuss their child's behaviour. For example: -

- Repeatedly not listening to staff
- Breaking school rules:- Ready Respectful Safe
- Unsafe behaviour
- Fighting

If a child receives 3 yellow cards in the same half term period (usually 6-8 weeks) then the Manager will then issue a red card and the procedure for receiving a red card will then apply.

**Red cards** can also be used immediately as they are to be given if there has been a serious breach of kids' club rules. For example: -

- Physical harm to another child witnessed by a member of staff
- Inappropriate language or gestures
- Spitting
- Aggression or violence
- Bullying or hurting other children

## **Red Card and Club Exclusions**

- ❖ After the issue of a red card, the Deputy Manager will speak to the parents/carers at pick up time and explain why it was given.
- ❖ The Manager will then be informed and an email will be sent out to follow up after the issue of the red card.
- ❖ The Manager will then discuss the appropriate action to be taken with Mr Ball or Miss Lomas and a decision will be reached whether or not the child can continue coming to the club and if they are to be excluded.
- ❖ A child can be excluded for just a session; or a longer exclusion such as a club ban for a week. For serious or repeated offences this may be a permanent exclusion.
- ❖ Before an exclusion all information will be gathered which includes asking other members of the staff team who were on duty at the time of the incident arising to the red card being issued.
- ❖ Each case of unwanted behaviour will be looked at in conjunction with the child's record of behaviour and then the necessary action or exclusion will be decided according to the severity of the incident.
- ❖ The Club Manager will arrange to speak to the parent/carer and explain the decision.
- ❖ A further follow up meeting with the Manager, the child and their parents/carers will be scheduled, at a convenient time, to discuss the behaviour strategies that need to be implemented to avoid any further instances of unwanted behaviour when the child returns to the club. (This will need to take place before the child can return to the club.)