



Behaviour Management Policy

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Responsibility: Manager

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All children attending Camp Canary can look forward to feeling welcome, secure and happy. We constantly work to ensure that children also feel confident to express when that is not the case.

Camp Canary 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.

BEHAVIOUR EXPECTATIONS

- Children are asked to be respectful to others, well-mannered and attentive

*We greet each other and we use people's names
We take time to get to know each other
We offer to help or share things*

- Children are expected to respect their own and other people's property and to take care of Camp Canary equipment

*We ask an adult or a partner when we need help with equipment
We are patient and we take turns on tasks
We all take care of each other's possessions*

- If a child has a grievance against another child, it must be reported to a member of staff who will deal with the matter

*We talk to each other if we are feeling upset
We do not keep secrets or spread rumours
We tell the truth*

- Verbal or physical abuse towards another child or staff member is strictly prohibited and will be dealt with severely. Repeated or serious incidents will lead to possible exclusion

*We do not hurt other people or damage equipment when we are upset
We do not use hurtful words towards other people*

- Pupils must know and follow emergency and safety procedures in the event of a sounding alarm

*We listen to the adults if we hear the alarm
We do not panic and we do as we're told to stay safe*

Encouraging positive behaviour

At Camp Canary, positive behaviour is encouraged by:

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

How Camp Canary rewards good behaviour

We use plenty of praise and celebration. We particularly like to share this with parents and carers.

We use specific rewards:

- **Team Points** – children win these during sport and art activities for good team work following the acronym:
 - **G**ive thoughtful feedback
 - **R**espect others and their thoughts
 - **O**n task all the time
 - **U**se soft voices
 - **P**articipate actively
 - **S**tay with your group
- **Raffle Tickets** – children win these for consistently following our code of conduct
- **Star Camper Badges** – one child each day will win this special award for consistently good teamwork and following our code of conduct. This child will be nominated by members of staff at the end of each day.

How Camp Canary deals with poor behaviour

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.

There will be times when children need support to follow the Code of Conduct. Children need to discover where the boundaries of acceptable behaviour lie, as this is a part of growing up.

Children will be supported by staff members in a caring, supportive and fair manner. Each case is treated individually. Generally, children are made aware that they are responsible for their own actions and that breaking rules will lead to consequences. Normal consequences include a verbal reprimand and reminder of expected behaviour, loss of team points, loss of free time such as playtimes (when a constructive occupation will be given), moving to sit alone, being sent to another group, sending work home, letters of apology and/or loss of responsibility. Any issues arisen will also be discussed with the child's parent/carer. Behavioural incidents will be recorded on our Magic Booking system.

If a child is separated from another due to any behavioural incident or issue, or is moved into a new group, an appropriate timescale will be set in place prior to this. E.g. 1 afternoon in a different group or one session with a different group.

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.

The child should be removed from the situation as soon as possible and taken to the Manager in charge, who will take immediate action to involve parents and share with the child the reason why these actions are taking place.

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** and kept on file via Magic Booking. This may be used to build a pattern of behaviour, which may indicate an 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.

Exclusion

We reserve the right to ask parents to withdraw their child with immediate effect or refuse any child without notice in the event that the child is considered to be continually displaying

inappropriate behaviour. Where appropriate, all efforts to work with families will be made before such action is taken. Careful consideration will be given to any child identified with SEND i.e. more warnings given, the need for further support discussed with parent/carer.

Grounds for Exclusion

Persistent poor behaviour on the part of the child (which includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff) are considered grounds for exclusion. The staff will record poor behaviour in the incident book. Regular recorded incidents may result in a temporary or permanent exclusion at the discretion of the manager.

Camp Canary will deal with negative and inappropriate behaviour by using constructive behaviour management techniques. We will involve staff, parents and children to tackle disruptive and challenging behaviour collectively.

We acknowledge that some children will require additional support in order to achieve acceptable levels of behaviour. Where we identify a child with these needs, we will work closely with the parents or carers to deal with the inappropriate behaviour in accordance with our **Behaviour Management** policy.

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 using Magic Booking.
4. The formal warning will be discussed with the child's parents, and all staff will be notified.

Staff will inform the manager 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; this may include accessing funding for additional support.

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. Immediate suspensions require the manager's agreement.

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.

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

In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the setting.

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. They have the right to appeal to the manager / management committee against the exclusion within 14 days of receiving written notification of the exclusion.