

**HIGH DOWN AFTER SCHOOL CLUB**  
**Down Road, Portishead, BS20 6DY**

**BEHAVIOUR MANAGEMENT POLICY**

The Club Manager, Linda Croshaw , (the club's nominated Behaviour Management representative), and all staff of High Down After School Club recognise the importance of using effective behaviour management strategies in promoting children's welfare and enjoyment. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies.

Whilst at the Club we expect children to:

- Use socially acceptable behaviour
- Comply with the 'Club Golden Rules', which are compiled by the children attending the club
- Respect all adults, staff and visitors.
- 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:

- Praising appropriate behaviour
- Showing respect and valuing all children
- Informing parents about individual 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.
- Physical punishment, such as smacking or shaking will neither be used nor threatened.

Parents/carers must accept the judgement of the club leaders in matters of discipline and in the management of emergencies.

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 relevant parties.

### **Physical intervention (also refer to Restraining Children Policy)**

Physical intervention will only be used as a last resort, when staff are sure that the 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 Club Manager will be notified and an Incident Log will be completed. The incident will be discussed with the parent/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 only, the police.

All serious incidents will be recorded in an Incident Log and kept in the child's file. This may be used to build a pattern of behaviour, which may indicate an unknown underlying cause. Where causes of incidents indicate possible abuse, child protection procedures will be implemented in accordance with our **Safeguarding Policy**.

## **SANCTIONS**

### **Stage 1 - low-level misbehaviour**

The child will be given a warning. All children will begin the next day with a clean slate.

### **Stage 2 - continuing low-level misbehaviour**

The child's name will be written in the After School Club Behaviour Book and the parents informed on collection. All children will begin the next day with a clean slate.

### **Stage 3 - Persistent low-level misbehaviour, Foul or Abusive language, Violence, Bullying or Racists comments**

The child's name will be written in the After School Club Behaviour Book and the parents informed in writing and asking them to attend a Behaviour Review meeting with the Club Manager, Linda Croshaw, and any relevant parties.

### **Stage 4 - Serious misbehaviour, continued persistence of stage 3**

The club may decide to exclude the child.

Reviewed – May 2017