



# Funtastic Club Policies & Procedures

Number 05

Behaviour Management Policy

# Behaviour Management Policy



## Statement of intent

We aim to train all staff members to be able to manage a wide range of children's behaviour in a way that promotes their welfare and development. We believe that children flourish best in an ordered environment in which everyone knows what is expected of them, and children are free to play and socialise without fear of being hurt or hindered by anyone else. We aim to teach the children to develop self-discipline and self-esteem in the club, in an atmosphere where mutual respect and encouragement is active.

## Method

In order to achieve this:

- Rules and the behaviour of the children are discussed and agreed with the parents at the start of each term. They are encouraged to help in the making of the rules and then given responsibilities to carry them out. The rules are explained for both children and parents, and explained to all newcomers.

In the event of:

- Extreme or persistent poor behaviour
- Incidents involving acts of physical violence
- Deliberate swearing
- Verbal abuse
- Bullying
- Repeated refusing to take instruction from staff
- Physical restraint being used

The Funtastic Club staff will:

- Ensure that the rules are applied consistently so that children have the security of knowing what to expect and build up useful habits of behaviour.
- Provide a positive role model for the children with regard to friendliness, care and courtesy.
- Praise and endorse desirable behaviour such as kindness and willingness to share.
- Take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

When children behave in unacceptable ways:

- Physical punishment such as smacking or shaking will never be used or threatened.
- Children will never be sent out of a room by themselves.
- Techniques intended to single out and humiliate individual children will not be used.



- Children who misbehave will be given additional support to establish what was wrong and working towards resolving issues and a positive outcome.
- Where appropriate, a period of 'time out' supervised by an adult may be used.

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- In cases of serious misbehaviour such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame.
- In any case of misbehaviour, it will always be made clear to the child that it is the behaviour and not the child that is unwelcome.
- Calling a child 'naughty' or any other such labelling will not be permitted.
- Staff will not shout or raise their voices in a threatening way.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.
- Recurring problems will be tackled by the whole club, in partnership with the child's parents, using objective observation records to establish an understanding of the cause.

### Procedures for Behaviour Management

The following procedure will be used if a child's conduct is regularly being brought to the attention of staff and it is felt that the behaviour is inappropriate for the setting.

The parents will play an active role in supporting the child and Funtastic Club during this procedure. They will be kept informed of planned actions at every stage and will have access to all written reports. It is vital that this is a working procedure between Parent and Staff in order for there to be a positive outcome for the child. If a parent does not wish their child to follow this improvement procedure on the advice of the Manager, the Parent must take their wish known in writing. This will result in the Parent receiving a written notice to remove the child from the club.

#### **The procedure is as followed:**

- The staff will keep an ongoing written **Observation Record**. This will hopefully help the staff to gain an understanding into why the behaviour is happening; maybe another friend, situation, or even domestic circumstances may be the cause.
- After a period of time (average 2-3 weeks) the staff will then meet to **Review** the observations. An **Action plan** will then be created that all staff will follow. This will set out various ways in which the staff will support the child to encourage positive participation and conduct. The Action Plan will then be **Reviewed**. If the child has made significant progress, then the Action Plan will continue.



- If no progress has been made, then a **Verbal Warning** will be given to both Parent and Child.
- At this point the **Observation** process will begin again. It will be Review and an amended **Action Plan** will be followed for a period of time.
- The action Plan is then **Reviewed**. If the child has made significant progress then the Action Plan will continue.
- If no progress has been made, then a **Written Warning** will be issued to the Parent.

If, after all efforts made by staff and Parent, the child continues to display unacceptable behaviour, then the Parent will receive a **Written Notice** to remove the child for the club, clearly stating the reasons why.

Name	Date	Date To Be Updated	Signature
Regine Natchoo	September 17	September 18	R.Natchoo
Regine Natchoo	September 18	September 19	R.Natchoo
Regine Natchoo	September 19	September 20	R.Natchoo