



The Oaks Childcare
Community Interest Company

Wraparound and Preschool Care

Aldermaston Oaks • Big Oaks • Little Oaks • Mini Oaks • Priory Oaks • Silchester Oaks

DEALING WITH NEGATIVE BEHAVIOUR (CHILDREN)

Behaviour and Bullying

Staff at our Clubs understand the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment.

The aim of our Behaviour Management policy is to help children to:

- Develop sense of caring and respect for one another
- Build positive relationships with other children and adults
- Develop a range of social skills and help them learn acceptable behaviour
- Develop confidence and self-esteem within an environment that promotes mutual respect and encouragement
- Develop self-discipline and independence
- Ask for help and enjoy their time at club

The Playleaders and staff will model and manage behaviour using a clear, consistent and positive approach. Parents/carers are encouraged to contribute towards the positive approach and raising any concerns or suggestions.

Substance Abuse

Under no circumstances are children in our care allowed to have drugs, cigarettes/vaping equipment, alcohol or other abuse substances in their possession, nor to remain within the club while under the influence of such substances. Banned substances will be confiscated and substance abuse is likely to lead to exclusion.

Code of Behaviour

At the beginning of each year, and throughout the terms when necessary, the Playleaders will meet with the children to set or remind children of the code of behaviour. Rules are made. Staff and children discuss behaviour what is acceptable and unacceptable.

- Staff and children discuss what is acceptable behaviour and not acceptable and why it is not acceptable.
- Staff and children will work together to draw up a list of 'ground rules' which can be displayed or brought out as a reminder to all children and guidance to new children. The list will be kept positive.
- The Clubs 'ground rules' will apply equally to all children and staff.
- When dealing with negative behaviour, staff will communicate in a calm, clear and positive manner.
- Positive behaviour will be reinforced with praise and encouragement.
- Negative behaviour will be challenged in calm but assertive manner. The child/children's energies will be re-directed by alternative and positive actions.
- Staff will make every effort to be role models to the children by behaving in a tolerant, calm and friendly manner and promoting positive relationships with one another.
- Staff will have regular discussions with children about behaviour and help them to understand their negative behaviour and the causes and consequences of their actions.
- Staff will discuss concerns with parents/carers at earliest possible opportunity to identify the causes for negative behaviour and share strategies for dealing with it.
- Activities will be varied, planned and structured so that children are not easily bored.
- Staff will encourage children to deal with conflict by acting as mediators.

Dealing with Negative Behaviour

- When negative behaviour occurs staff will listen to the child/children concerned and hear their reason for their behaviour. Staff will explain to the child/children why their behaviour is unacceptable and the consequences for both themselves and other people.
- Staff will make sure the child/children are heard and that they understand what is being explained to them and they will be given the opportunity to make amends.
- Children and staff will discuss together what steps to take in the event of an unacceptable behaviour. Children may be separated to facilitate resolution.
- Staff will draw up action plans within the team for addressing behaviour problems which will be flexible to accommodate children's individuality.
- Staff will remind children of the 'ground rules' explaining the rules have been made in consultation with them.

Disciplinary Actions

If children continue to display inappropriate behaviour, sanctions, such as a time out or exclusion from a particular area or toy may apply for a specified time. The child will be given an opportunity to apologise and make amends and, when appropriate, encouraged to re-engage with the club's normal activities.

If the above steps are taken and staff are still concerned about the behaviour of individual child/children, then the matter will be discussed with the parent collecting the child. If necessary a meeting will be arranged with the Play Leader, Clubs Manager/Registered Person and the parent of the child. In some cases, additional conditions may need to be imposed temporarily. We understand that some children may require additional support to achieve acceptable levels of behaviour and will work closely within the staff group and with parents/carers to deal with the inappropriate behaviour.

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.
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.

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 a Playleader/Clubs Manager will suspend a child with immediate effect. We will contact the parents and ask that the child be collected immediately.

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. There will be no charge for sessions that your child misses due to a temporary suspension.

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/Directors against the exclusion within 14 days of receiving written notification of the exclusion.

Physical Intervention

- Staff will use physical intervention only as a last resort and where they have reasonable grounds for taking immediate action to prevent a child from injuring themselves or others or to prevent serious damage to property.
- Staff will use non-physical action such as diversion to deal with the behaviour and the child/children will be warned verbally that physical intervention will be used if they continue to express negative behaviour.
- Only the minimum force necessary to prevent injury or damage will be applied.
- Staff will not use physical intervention as a punishment but to minimise risk and harm to the child/children or others.
- The physical intervention will be appropriate to the age, size and strength of the child.
- Where a member of staff had to use physical restraint, the Clubs Manager will be notified and the incident will be recorded in the Incident Report Book and matter will be discussed with the parents/carers at the earliest possible opportunity.
- If a member of staff commits any act of violence or abuse towards the child, a serious disciplinary action will be taken according to the staff disciplinary procedures.

Bullying

Our Club's aim is to provide an environment for children and staff that is welcoming, safe and free from bullying. Bullying of any form will not be tolerated in our clubs. Everyone involved in the club, staff, children, parents/carers will be made aware that bullying will not be tolerated or excused under any circumstances.

Bullying can include:

Physical Intimidation – Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, punching or using any other violence against another child/adult

Verbal Abuse – Name calling, put downs, ridiculing or using words to attack, threaten or insult and making fun of another person's appearance.

Emotional – Being unkind, excluding another person from a group or tormenting them or making fun of another person.

Psychological – intentionally creating a sense of fear and anxiety in another person.

The Play Leaders and staff will make every effort to create caring and tolerant environment in the Clubs. Despite all efforts bullying behaviour may occur and in the event of such incidents the following steps will be taken:

- All bullying issues will be addressed thoroughly and sensitively.
- Children will be encouraged to report any incident they may witness or experience. They will be reassured and listened to with care.
- Staff will inform the manager if they witness an incident involving children or adults at the clubs.
- If a child or member of staff or another individual reports to another person they are being bullied, they will be supported and given time to explain what happened.
- A member of staff will inform parents/carers of all the children involved in the bullying at the earliest possible opportunity and facilitate a meeting with the relevant parents/carers.
- All incidents of bullying will be reported to the Playleader and recorded in the Incident Report book. If the bullying behaviour continues to persist, the Manager and staff will review the Clubs procedures in respect of bullying and may seek further guidance.

Version History

Date:	Version:	Summary of Changes Made
02 Nov 2020	1.0	Issued
21 February 2022	1.1	-Updated made to the majority of policies to reflect the change of office management roles – from General Manager to a Clubs Manager and an Office Manager. -Minor corrections and clarifications.

See Related Policies:

Arrival and Collections
Health, Hygiene and Safety
Site Safety
Safeguarding