

HOLIDAY CLUBS BEHAVIOUR MANAGEMENT POLICY

The School recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment. Children's behaviour will be managed effectively and in a manner appropriate for their stage of development and particular needs whilst supporting their disability.

The clubs are for children with disabilities and special needs. The children have varying needs and abilities and therefore respond to their environment within their own capacity of understanding. Each incident will be dealt with according to the child's needs and level of development and understanding.

It is important to the effective operation of the playschemes and the provision of care and safety for those attending that boundaries and expectations are set, maintained and explained.

Staff will rely on a proactive approach to discipline by trying to alleviate and minimise problems by being aware of potential problems and using distraction techniques.

Staff will treat children with respect. We will actively encourage children to show respect and consideration to each other, the staff and equipment. Children's positive behaviour will be rewarded with praise and encouragement.

In situations of limited understanding from the child about the effects of their behaviour on others, informal measures such as talking to the child and giving them time out in a quiet area supervised by staff will be used.

If a child presents challenging behaviour and is on a behaviour programme, staff will work alongside others concerned (parents, carers, and school staff) to implement the programme. Playleaders will visit each child at their school before the start of the club, in order to discuss the child's behaviour management with school staff.

Under no circumstances will any child be smacked, shaken, shouted at or treated roughly. Corporal punishment will never be given. As far as possible, staff will ensure corporal punishment is not given to any child by any person who cares for or who is in contact with the child or any person living or working on the premises. Any person who fails to comply with this requirement commits an offence. Staff will ensure the whistle blowing policy is used and any concerns are recorded in the Child Protection Folder.

A person shall not be taken to have given corporal punishment in breach of the above if the action was taken for reasons that include averting an immediate danger or personal injury to, or an immediate danger of death to, any person including children. If action was taken for this case, a full record should be made in the incident folder and if applicable, the accident folder too. Full risk assessments should be carried out to ensure there is no immediate danger or risk of personal injury.

Staff should never threaten corporal punishment, nor use or threaten any form of punishment which could have an adverse impact on the child's well-being.

Physical Intervention

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 or an adult, to prevent serious damage to property, or in what would reasonably be regarded as exceptional circumstances. Any occasion where physical intervention is used to manage a child's behaviour should be recorded and parents should be informed about it on the same day.

Staff will receive full training on physical intervention. Full individual training should be taken where a child has severe behaviours, and prior meetings should take place with the child's contacts i.e. parent/carers, social worker, teacher, teaching assistant etc to manage the behaviour in a team approach offering consistency in management for the child.

Staff who have not received the training will not participate in physical intervention.

Staff will always communicate in a clear, calm and positive manner.

Any incidents of serious behaviour problems will be recorded in the 'Playscheme Diary' and the 'Incident Book' and must be reported to the Playleader.

Behaviour management strategies will be discussed in the daily staff meetings, to be implemented in the next session, and will be reviewed daily.

A named staff member will be responsible for behaviour management issues. This staff member will be called the Behaviour Management Officer. They should be in charge of co-ordinating behaviour management in the staffing team, ensuring everyone is delivering consistent management and supporting staff in managing the behaviour.

Staff will contact the child's teacher beforehand for behaviour management strategies, and will access expert advice if our strategies are not effective with a particular child.

Suspension or exclusion from the Club:

We are committed to dealing with negative behaviour in a non-confrontational and constructive manner. Wherever possible, disruptive or challenging behaviour will be tackled collectively between staff and children in the club. However, there are occasions when such strategies alone will not alter or prevent negative behaviour. In such cases, further action will be necessary, including reviewing a child's place at the club, on either a temporary or permanent basis.

Persistent unacceptable behaviour from a child will result in them receiving a formal warning from staff about their actions. Staff will explain to the child, where appropriate, why their behaviour is unacceptable and the consequences of any further such incidents. Children will be encouraged to discuss their behaviour, to explain their actions, and helped to develop strategies to avoid repeat incidents.

Details of all warnings, suspensions and exclusions will be recorded and kept on the club records. Each warning should be discussed with the child concerned and their parent/carer. All staff will be made aware of any warnings given to a child. As a last resort, the Playleader has the right to temporarily suspend or permanently exclude a child in the event of persistent and irresolvable unacceptable behaviour.

Only in the event of an extremely serious or dangerous incident will a child be suspended from the club with immediate effect. In such circumstances, the child's parent/carer will be contacted immediately and asked to collect their child. Children will not be allowed to leave the premises until a parent/carer arrives to collect them.

After an immediate suspension has taken place, the Playleader will arrange a meeting with the child concerned and their parents/carers to discuss the incident and decide if it will be possible for them to return to the club.

Suspensions and exclusions should be seen as consistent, fair and proportionate to the behaviour concerned. In setting such a sanction, consideration should be given to the child's age and maturity. Any other relevant information about the child and their situation should also be considered.

Children will only be suspended or excluded as a last resort, when there is no alternative action that could be taken, or when it is felt that other children and/or staff are potentially at risk. Wherever possible, the Playleader will give parents/carers time to make alternative arrangements for childcare during a period of suspension. Staff should always keep parents/carers informed about management issues relating to their child and attempt to work with them to tackle the causes of disruptive or unacceptable behaviour.

No member of staff may impose a suspension from the club without the prior discussion with the Playleader. Staff will consult the Playleader as early as possible if they believe that a child's behaviour is in danger of warranting suspension or exclusion.

When a suspension is over and before a child is allowed to return to the club, staff will discuss this with the child and their parent/carer, setting out the conditions of their return.

All staff will undertake Behaviour Management training during the training before the club starts. In addition to this training, when necessary, staff will receive additional training on specific individual children's needs.