

## JPAC Ltd POLICY FOR BEHAVIOUR MANAGEMENT

### Aims

- To develop a company behaviour policy supported and followed by all staff and children, based on a sense of community and shared values
- To create a caring, family atmosphere in which everyone can feel safe and secure. By applying positive policies
- To model acceptable values and attitudes so promoting responsible behaviour, self-discipline and a respect for themselves, for other people and for property
- To encourage good behaviour rather than to simply punish bad behaviour by providing a range of rewards for children of all ages and abilities
- To make clear to children the distinction between minor and more serious unacceptable behaviour and the range of sanctions that will follow
- To treat problems when they occur in a caring and sympathetic manner in the hope of achieving an improvement in behaviour

### Code of Conduct

- All members of the JPAC Out of School and Holiday Clubs are asked to respect each other
- All children are expected to respect and consider JPAC Ltd staff, other adults and fellow children
- All children are expected to respect their own and other people's property and to take care of books and equipment
- Children are asked to be well-behaved, well-mannered and attentive
- If a child has a grievance against another child, it must be reported to a member of staff who will deal with the matter
- **Physical violence is not acceptable, neither is retaliation.** Repeated or very serious incidents will lead to exclusion from the setting. **A log of the behaviour leading to exclusion MUST be maintained**

- Foul or abusive language must not be used
- Parents/Children are expected to be punctual and to inform the setting manager if for some reason the child will not be attending the setting when they have previously booked a place. This is **extremely important in the interest of the child's safety**. Children need to be aware that there are consequences to their actions - they need to report to the Club immediately after school.
- Children **must not** bring sharp or dangerous instruments to the setting, or any item that might cause a problem.

This code of conduct has been formulated with the safety and well-being of the children in mind.

JPAC staff will always react positively towards good behaviour and praise children for being helpful and thoughtful towards others. Most children respond to this positive approach where their efforts are seen to be valued, and make considerable efforts to improve their behaviour.

JPAC Ltd Staff encourage positive behaviour by:

- Acting as positive role models
- Praising appropriate behaviour
- Sticker rewards
- Informing parents about individual achievements
- Offering a variety of play opportunities to meet the needs of children attending the Club.

## **Sanctions**

Sadly, there will be times when children are badly behaved. Children need to discover where the bounds of acceptable behaviour lie, as this is a part of growing up. A Behaviour Policy must state these boundaries firmly and clearly.

The setting staff generally deal with minor breaches of discipline in a caring, supportive and fair manner, with some flexibility regarding age of the child, as far as sanctions are concerned.

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 punishments.

Normal sanctions include a verbal reprimand and reminder of expected behaviour, loss of time spent on a particular activity, which the child enjoys, time out and letters of apology.

Parents will be involved at the earliest possible stage, if problems are persistent or recurring children will be made aware that the setting operates the rule of 'three strikes and you're out of the club'. Children may then be placed on a weekly report system to monitor their behaviour with parents' support.

**Major** breaches of discipline include physical assault, deliberate damage to property, stealing, leaving the school premises without permission, verbal abuse and refusal to comply with setting rules.

This type of behaviour is generally rare and it is the responsibility of the setting manager (**the Managing Director MUST be informed immediately of the incidents**) who will deal with it severely. If the problem keeps recurring the Managing Director will deal with the problem.

The standard procedure for this sort of problem follows a set pattern. Failure to improve leads automatically to the next stage; each stage is recorded.

### **Procedures for Dealing with Major Breaches of Discipline**

- STAGE 1 A verbal warning by the setting manager to the child and the parent
- STAGE 2 If the problem persists the setting manager meets with the parents again and explains that the child's behaviour is still unacceptable. A written warning about the next stage of the settings procedures and a copy of the Club Rules is then given to the parents so that they are fully aware of what will happen unless there is an improvement in the child's behaviour.
- STAGE 3 If the problem is severe or recurring then the Managing Director meets with the parents and explains that should the child's behaviour continue to be unacceptable exclusion procedures will be implemented.
- Exclusion procedures – the parents will be asked to withdraw their child from the setting, with immediate effect.

**NB A very serious problem may result in the normal procedure being abandoned and a parent being asked to remove their child immediately.**

### **Care and Control of Children**

At all times staff should encourage good behaviour through praise and rewards. No member of staff must in any way physically chastise a child.

If there is a need for sanctions then the following may be used, depending on each child's needs:

- Redirect to another activity
- Talk to the child – discuss what has happened
- Discussion within the child's group

- Move the child from the group to a 'time out' chair or area
- Miss being involved in a favourite activity (but must be supervised/observed)
- Parental involvement
- Weekly/daily report to parent

Serious incidents are recorded on the incident forms/book.

### **Incident Book**

This is used to record:

- Any incidents involving a child, or anyone employed by JPAC Ltd which results in personal injury or damage to property
- Loss, theft, or damage to property
- Any other incidents or matters of a serious nature

These incidents are ones, which may give rise to disciplinary or legal action or become a matter of public interest (for example confrontational incidents, absconding etc).

Incident forms should be used; recording all details, and is available from the manager of the setting for all staff.

### **Challenging Behaviour**

Challenging behaviour can take the form of:

- Verbal abuse
- Physical abuse
- Assault
- Defiant refusal
- Absconding

### **Preventative Strategies**

Avoid confrontation whenever possible. Distraction is a good approach, and when things have calmed down talk to the child about the unacceptability of recent inappropriate behaviour. Try to follow this up with praise for noticed good behaviour by the child. (the

charts at the end of the policy for rewarding good behaviour can be an excellent incentive for some children)

### **Intervention**

If a child violently attacks another child or adult and does not respond to requests to calm down, then physical restraint is necessary.

#### **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.

If staff are not confident about their ability to contain a situation, they should call the manager or, in extreme cases, the MD Ryan Robertson.

All serious incidents will be recorded on an **Incident record** and kept in the child's file. 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.

However, when possible Physical Intervention should be avoided and the child should be removed from the situation immediately and taken to the setting manager who will take action to involve parents and inform the Managing Director.

An incident form should be filled in and signed by the parents and setting manager.

### **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.

Reviewed March 2019	Signed  Setting Manager
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