

Wickwar Out of School Club

Behaviour Management Policy

Wickwar Out of School Club uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the Club. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies. The Club rules are clearly displayed at every session, and are discussed regularly.

The designated staff member for behaviour management is: Gill Kendall

Whilst at WOOSC we expect children to:

- Use socially acceptable behaviour
- Comply with the Club rules, which are compiled by the children attending the club
- 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

At WOOSC positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Informing parents about individual achievements
- Offering a variety of play opportunities to meet the needs of 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.

Parents will be informed, a verbal warning given and time out imposed, for behaviour such as:

- cheekiness
- name calling
- rudeness
- ignorance of authority (not listening)
- swearing
- unfair game play

- kicking
- snatching
- pushing

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.

Parents will be informed as soon as possible about the inappropriate behaviour

Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

We will not threaten any punishment that could adversely affect a child's well-being (e.g. withdrawal of food or drink).

All incidences of inappropriate behaviour will be recorded in the behaviour book.

Where there have been more than three incidences of inappropriate behaviour entered in the behaviour book during one school term the staff member responsible for behaviour management will be informed and contact will be made with the child's parents / carers to clarify strategies in use for dealing with inappropriate behaviour. A formal warning may be issued to the child and an **incident record** made.

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 in accordance with our **Suspensions and Exclusions** policy. The reasons and processes involved will be clearly explained to the child.

Emergency Procedure

A session leader has the power to suspend a child immediately in the event of extreme inappropriate **behaviour which causes physical harm to another person, adult or child**. The parent / carer will have to arrange for the child to be collected immediately. An incident record will be made which will be kept in the child's file. The matter will be referred to the management committee who in discussion with the manager will decide if the child may be reinstated or the exclusion made permanent.

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 police.

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.

Corporal punishment

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.

Related policies:

Equalities Policy
Suspensions and Exclusions Policy
Safeguarding Children Policy
Anti-Bullying Policy

Contact Information:


Social Care (Child Protection) First Point Team 01454 866000

**LSCB (Local Safeguarding Children Board 01454 863253
Out of hours emergency duty team contact: 01454 61516**

Ofsted: 0300 123 1231

Police non emergency: 101 or 01452 726920

NSPCC: 0808 800 500

This policy was adopted by: Wickwar Out of School Club	Date: 4/3/2015
To be reviewed: 4/3/2016	Signed  WOOSC Chair of Committee

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Managing behaviour [3.52-3.53]*.



Wickwar Out of School Club INCIDENT/BEHAVIOUR FORM



Incident Ref: _____ Date: _____
 Child's Name: _____ Date: _____
 Staff Member: _____ Date: _____

- _____ Cheekiness
- _____ Rudeness
- _____ Swearing
- _____ Teasing others
- _____ Destroying property

- _____ Name Calling
- _____ Refusing to follow directions (not listening)
- _____ Unfair Game Play
- _____ Physical Aggression (pushing, kicking, fighting)
- _____ Using inappropriate language
- _____ Using inappropriate gestures

Supporting Details: _____

Actions Taken: _____

Staff Member Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Outcomes: _____

Date: _____



WOOSC INCIDENT/BEHAVIOUR FORM

STAFF USE ONLY



Incident Reference: _____

Date: _____

Children Involved: _____

Staff Member: _____

Date: _____

Witness: _____

Date: _____

Supporting Details: _____

Actions Taken: _____

Staff Member Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Outcomes: _____

Date: _____

Wickwar Out of School Club Incident Record

Record completed by: Name: Address: Job title: Tel:	Person involved in incident: Name: Address: Tel: Postcode:
Postcode:	Postcode:
Details of incident: Date:	
Time:	
Where did the incident occur?	
Describe the events:	
Witnesses:	
Other comments:	
What actions were taken?	
Record completed by: (Signature)	Record read by: (Signature of parent or carer)
Date:	Date:

This form should be filed with individual child records