



Behaviour Policy

The aim of the Policy is to help children develop;

- ✓ A sense of care and respect for each other and adults
- ✓ Caring and cooperative relationships with each other and adults
- ✓ Social skills and to understand acceptable/unacceptable behaviour
- ✓ Confidence, self discipline and self esteem

Behaviour will be managed by clear, consistent and positive strategies in an atmosphere of mutual respect and encouragement. Behaviour management of the Club will be structured around the following principles:

- Staff will not shout whilst at work, except in an emergency
- The ground rules for the club will be agreed with direct involvement from the children and the staff
- These will be regularly reviewed so new children can be involved
- The rules will apply equally to all children and adults.

Positive behaviour will be reinforced with praise and encouragement.

When dealing with negative behaviour Staff will try to redirect the child/ren by offering alternative, positive options, also discuss with the child/ren what is acceptable and unacceptable, this will help them understand and enable them to think about the causes and effects of their actions. Staff will, try to resolve behaviour difficulties through discussions with the child/ren, if this cannot be achieved because the child/ren are too upset, they will be left to calm down before being talked to. Staff will always communicate in a clear, calm and positive manner whilst being assertive.

If the child/ren's unacceptable behaviour still persists a staff member can make the decision to implement the time out procedure. (See below).

- Any inappropriate behaviour will be handled in a developmentally suitable fashion, respecting each child's level of understanding and maturity
- Adults will make themselves aware of, and respect, any cultural expectations regarding interactions with people that may be relevant
- The Manager will hold a verbal discussion with parent/carer to make them aware of any behaviour issues at the earliest possible opportunity in an attempt to help identify the causes of negative behaviour and share strategies for dealing with them.

Persistent bad behaviour must be brought to the attention of the Chairperson. Parent/carers will be contacted to discuss any concerns and to help contribute/give suggestions to provide a



workable strategy. Quackers, with permission from the parent/carers, may seek advice from the child/ren's school to implement any strategies to ensure consistency.

If, however, after every effort has been made the child/ren's behaviour is still unacceptable, Quackers will take action as laid out in the Suspensions and Exclusions section of this policy.

The Staff will make every effort to set a positive example by behaving in a friendly and tolerant manner. Staff will work as a team by holding discussions to resolve to act collectively and consistently

Time Out Procedure

This should last no longer than 5 minutes.

The child/ren are removed from the situation and will be asked to go to a different area of the room depending on age, but still within view of staff members. You explain to them why they have been put in time out and that they need to think about it, say you will be back to speak to them in 2 minutes.

Tell the Manager why they are sat out.

When you go back, ask them if they understand why they were sat out. If they explain why and you think they know and understand why, then they can go and rejoin the activities, but let them know that the way they are behaving is unacceptable. Refer them to the rules they drew up. If you think they need extra time, explain this and leave them for a further 2 minutes, but remember not to exceed 5 minutes.

The use of Physical Intervention

Physical Intervention will only be used by trained staff and only in exceptional circumstances. The staff have to have reasonable grounds for believing that immediate action is necessary to prevent a child from significantly injuring themselves or others or to prevent serious damage to property. It will never be used as punishment or to get a child/ren to do what they have been told and where there is no immediate risk.

Staff will have used every possible non-physical action before getting to this stage. The staff member will always maintain a dialogue with the child/ren to explain what they are doing and why they are doing it.

Staff will make every effort to avoid the use of physical intervention. Only the minimum of force should be applied to prevent injury or damage. The force of the physical intervention will always be appropriate to the age, size and strength of the child/ren involved.



When it is safe to do so the physical intervention will be discontinued.

When a trained member of staff has had to use physical intervention, the Manager will be notified and the incident will be recorded. The incident will be discussed with the parent/carer at the earliest possible opportunity. The Chairperson will be notified at the earliest possible opportunity.

Anti-Bullying

Nobody should be the victim of bullying; this includes adults as well as children. Everyone is responsible to make sure it does not happen. Such behaviour will not be tolerated or excused under any circumstances. Quackers defines bullying as:

Emotional: Being deliberately unkind, shunning or excluding another person from a group or tormenting them.

Physical: Pushing, scratching, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.

Verbal: Name-calling put downs, ridiculing or using words to attack, threaten or insult.

Psychological: Behaviour likely to instil a sense of fear or anxiety in another person.

Staff will discuss issues surrounding bullying openly, including consequences. Staff will make every effort to create a friendly and caring environment where bullying is not tolerated. Quackers recognises the fact that despite these measures bullying may still happen. In this event the following will be put into action:

Children will be encouraged to report any incident of bullying and will be reassured that it will be handled sensitively. Staff will complete an incident report and inform the parent/carers of the child/ren involved in the incident. Staff will ensure that all incidents are handled with care and sensitivity.

Staff will inform the Chairperson of any incidents involving either children or adults.

The individual who has been the victim of bullying will be supported by the staff and will be closely monitored.

Cases of bullying will be addressed according to the Behaviour Policy.

Where bullying behaviour persists action may be taken as laid out below:



Suspension and Exclusion

Persistent unacceptable behaviour from a child will result in them receiving a formal warning from staff about their actions. Staff will explain why the behaviour is unacceptable and the consequences if the behaviour continues. All warnings will be discussed with the child and the parent/carer.

Staff will keep parent/carers informed about behaviour issues relating to their child/ren and attempt to work together to resolve them. At this point the Committee will be informed and depending upon the nature of the behaviour(s) will convene an emergency.

Persistent unacceptable behaviour or a serious incident may result in a child being excluded or suspended from the Club. If a serious incident occurs the child/ren’s parent/carer will be contacted and asked to collect their child immediately. Details of all warnings, suspensions and exclusions will be recorded.

Only the Committee can impose a suspension or exclusion from the club.

We understand that strategies and procedures laid out in the Behaviour Policy will not always prevent negative behaviour. However, in certain circumstances the child/ren’s place at the Club may need to be reviewed either on a temporary or permanent basis.

The Manager will then arrange a meeting with the parent/carer to discuss the incident.

Suspensions and exclusions should be seen as consistent fair and appropriate to the behaviour concerned, consideration will be given to the child/ren’s age and maturity. Any other information regarding the child and the situation will also be considered.

If, however, after every effort has been made, the child/ren’s behaviour is still unacceptable and cannot be modified, as a last resort when there is no other alternative action that could be taken or when it is felt other children and/or staff are potentially at risk, the Committee reserves the right to exclude the child from Quackers.

Signed on behalf of Quackers After School Club: _____

Position: _____