



## Dringhouses Out of School Club Policies and procedures

### **Policy statement**

Dringhouses Out of School Club (DOOSC) recognises the importance of positive and effective behaviour management strategies in promoting children's and young people's welfare, learning and enjoyment.

### **Procedures**

The aims of our Behaviour Management policy are to help children to

- Develop a sense of caring and respect for one another.
- Build caring and co-operative relationships with other children, young people and adults.
- Develop a range of social skills and help them learn what constitutes acceptable behaviour
- Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement

To implement the policy:

- all adults in the play setting will provide a positive role model for the children/young people about friendliness, care, courtesy and standards of behaviour. All adults must be aware of how their own behaviour, stance and voice can control a situation.
- all staff will continually 'scan' and observe the behaviour of the children, thus hopefully preventing explosive situations from arising.
- all adults in the play setting will praise and endorse desirable behaviour such as kindness and willingness to share.

### **Behaviour Management Strategies**

DOOSC Manager and the staff team will manage behaviour according to clear, consistent and positive strategies. Parents/carers are encouraged to contribute to these strategies, raising any concerns or suggestions.

Behaviour management in the Club will be structured around the following principles:

- Staff, children and young people will work together to establish a clear set of 'ground rules'. These will be periodically reviewed so that new children have a say in how the rules of the Club operate.
- Positive behaviour will be reinforced with praise and encouragement.
- Negative behaviour will be challenged in a calm but assertive manner. In the first instance, staff will try to re-direct children or young people's energies by offering them alternative and positive options. Staff will be open in stating and explaining non-negotiable issues.
- When dealing with negative behaviour, staff will always communicate in a clear, calm and positive manner.



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- Staff will make every effort to set a positive example to children and young people by behaving in a friendly and tolerant manner themselves, promoting an atmosphere where children and adults respect and value one another.
- Staff will facilitate regular and open discussions with children and young people about their behaviour. This will help them to understand the negative aspects of their behaviour and enable them to have their say and be helped to think through the causes and effects of their actions.
- Staff will work as a team by discussing incidents and resolving to act collectively and consistently.
- Behaviour concerns will be discussed in staff supervisions as an aspect of supporting managing more challenging behaviours.
- Staff will try to discuss concerns with parents/carers at the earliest possible opportunity to help identify the causes of negative behaviour and share strategies for dealing with it.
- Children and/or young people who experience bullying, racism or other unacceptable behaviour will be given the confidence to speak out.
- Staff will encourage and facilitate mediation between children and young people to try to resolve conflicts by discussion and negotiation.
- Activities will be varied, well planned and structured, so that children and young people are not easily bored or distracted.

### **Encouraging Positive Behaviour**

At DOOSC 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 the 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.

Staff will make reasonable adjustments for those children with additional needs/SEND. Staff will liaise with school regarding children who's behaviour at school may impact on their behaviour at DOOSC.

### **Steps for staff to follow:**

1. Verbal warning and reminder to children of rules that they devised (see rules board).
2. Enforce the first "time out". 5 minutes on time out. Communicate with parent/carers on arrival for picking their child up.
3. Enforce the second "time out". 10 minutes on time out. Communicate with parent/carers on arrival for picking their child up.



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4. If behaviour persists, a phone call home will be made given a “warning” to the parent/carer.
5. If behaviour continues another phone call home will be made informing the parent/carer that we require them to pick up the child immediately. The manager will meet with the club Trustees to discuss the situation and decide if further action needs to be taken.
6. A temporary or permanent exclusion may occur following discussion with Trustees. This will only be used in an extreme situation where all other opportunities have been exhausted and in accordance with the Suspensions and Exclusions policy. A letter will be sent to parents with a summary of the situation and a meeting will be arranged for the parent/carer with the manager and a Trustee of DOOSC, to discuss and agree a behaviour plan.

The named Behaviour Management Coordinator for DOOSC Zoe Groves – DOOSC Manager.

**We will not use or threaten corporal punishment towards children and young people in line with statutory requirements please refer to our Safeguarding Policy.**

### **Dealing with Negative Behaviour**

When confronted with negative behaviour, DOOSC staff will be clear to distinguish between ‘disengaged’, ‘disruptive’ and ‘unacceptable’, behaviour. The staff and the Trustees will ensure the needs of children with additional needs/SEND are taken into account and positive discrimination may be put in place, in line with the Equality Act 2010. Where practicable reasonable adjustments will be made.

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‘Disengaged’ behaviour may indicate that a child or young person is bored, unsettled or unhappy. With sensitive interventions, staff will often be able to re-engage a child in purposeful activity.

‘Disruptive’ behaviour describes a child or young person whose behaviour prevents other children from enjoying themselves. Staff will collectively discuss incidents and the manager will inform Trustees to establish an agreement on the best way to deal with them.

‘Unacceptable’ behaviour refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction of equipment. Staff will be clear that consequences will follow from such behaviour, including in the first instance, temporarily removing a child from the activity session.

When an incidence of negative behaviour occurs, staff will listen to the child/ren or young person/people concerned and hear their reasons for their actions. Staff will then explain to the child/ren or young person/people what was negative about their behaviour and that such actions have consequences for both themselves and for other people.

Staff will make every attempt to ensure that children and young people understand what is being said to them. Children and young people will always be given the opportunity to make amends for their behaviour and, unless it is judged inappropriate to be able to re-join the activity.

If unacceptable behaviour persists, more serious actions may have to be taken, in accordance with the “Suspensions and Exclusions” policy. At all times, children and young people will have explained to them the potential consequences of their actions.

If a child or young person uses any form of physical violence as a purposeful act against another child, young person, member of staff, parent/carer, student, visitor or volunteer they will automatically be excluded from the club.



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The period of exclusion will be decided by the Manager and Trustees, depending on the severity of the incident, taking into account other factors such as SEND.

### **The Use of Physical Interventions**

Staff will use physical interventions only as a last resort and only then if they have reasonable grounds for believing that immediate action is necessary to prevent a child or young person from significantly injuring themselves or others or to prevent serious damage to property.

Before reaching this stage, staff of DOOSC will have used all possible non-physical actions, such as dialogue and diversion, to deal with the behaviour. The child/ren or young person/people concerned will be warned verbally that physical intervention will be used if they do not stop.

A dialogue will always be maintained with the child/ren or young person/people, so that the member of staff can explain what they are doing and why they are doing it. Staff will make every effort to avoid the use of physical interventions if they are alone with the child/ren or young person/people.

Staff at DOOSC will use physical intervention as an act of care and control and never punishment. Physical interventions will not be used purely to force a child or young person to do what they have been told and when there is no immediate risk to people or property.

As soon as it is safe, the physical intervention should be gradually relaxed to allow the child/ren or young person/people to regain self-control.

The force of the physical intervention will be always appropriate to the age, size and strength of the child/ren or young person/people involved.

If staff are not confident about their ability to contain a situation or type of behaviour, consideration will be given to calling the Manager or, in extreme cases, the Police.

Where a member of staff has had to intervene physically to restrain a child or young person, the Manager will be notified, and the incident recorded in the Incident Record Folder. The incident will be discussed with the parent/carer at the earliest possible opportunity. The Manager will report the incident to Trustees and arrange a meeting as soon as possible.

If a member of staff commits any act of violence or abuse towards a child or young person at the club, serious disciplinary action will be implemented, according to the provisions of the Staff "Disciplinary Procedures" Policy.

This policy was reviewed at a meeting of	The DOOSC	
Held in: D.O.O.S.C.	March 2019	
To be reviewed in:	March 2020	
Signed on behalf of the setting:		
Name of Signatory:	Zoe Groves	Mark Griffin
Role of Signatory:	Manager	Deputy Manager