

Supporting children's behaviour

5.2 Primary school children (4- 11 years)

Discovery Vine's Out of School Club recognises our responsibility to support, understand and manage children's behaviour in an appropriate way. Out of School Club staff use effective behaviour management strategies to promote the welfare, enjoyment and safety of children attending the Club.

Working in partnership with parents / carers, we aim to support children's behaviour using clear, consistent and positive strategies, and with adults modelling positive behaviour. We recognise that supporting behaviour isn't a universal approach and that we must develop strategies of support appropriate to each child, whilst balancing and maintaining the safety and enjoyment of all children who attend.

Whilst at Out of School Club we will support children to:

- Use socially acceptable behaviour
- Understand and comply with the Club rules which are created and agreed by the children themselves.
- Respect one another, accepting differences of race, gender, ability, age and religion
- Develop their independence through 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 Out of School Club 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 and work to support the child and make any necessary changes where possible to prevent the situation from recurring.

Dealing with inappropriate behaviour

- Unacceptable behaviour will be addressed in a calm, clear and positive manner.
- In the first instance, staff will remind the child that their behaviour is not acceptable.
- Staff will engage in a private discussion with the child about 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 and reflect on the environment, set up and suitability of play opportunities.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- Staff will seek advice wherever necessary from the child's class teacher or other professional known to the family.
- No staff member will ever threaten any punishment that could adversely affect a child's well-being.
- Staff will always promote the dignity of, and respect for, the child in handling behaviour incidences.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour that poses a risk to themselves, staff, other children or property, the Club may decide to exclude the child in accordance with our Suspensions and Exclusions procedure (below).

The reasons and processes involved will be clearly explained to the child wherever appropriate and in line with the parent's wishes.

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 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 form** and kept in the child's file. This may be used to build a pattern of behaviour, which may indicate and underlying cause. If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our **Responding to Safeguarding or Child Protection Concerns** policy (1.2)

Any instance of physical intervention is fully recorded immediately and reported to the Designated Safeguarding Lead as soon as possible on a **Safeguarding Incident Reporting form**, ensuring that it is clearly stated when and how parents were informed. Parents are asked to sign a copy of the form which is then kept on the child's file. The Designated Safeguarding Lead decides who will notify the parent and when, ensuring that the parent signs to say they have been notified. An individual risk assessment should be completed after any physical intervention with a child which considers the risks and likelihood of such behaviour re-occurring and how this will be managed. The risk assessment should be agreed and signed by parents.

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 the premises.

Suspensions and exclusions

Where a child persistently behaves inappropriately, we will implement the following procedure:

1. Give the child a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents.
2. Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future.
3. Details of formal warnings, suspensions and exclusions will be recorded on an **Incident Report** form kept in the child's records.
4. The formal warning will be discussed with the child's parents and all staff will be notified.

Staff will inform the senior management team if a child's behaviour warrants suspension or exclusion.

We will only suspend or exclude a child from the Club as a last resort, when all other behaviour management strategies have failed or if we feel that children or staff are at risk.

Suspensions and exclusions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the child's age and maturity as well as any other factors relevant to the child's situation.

Temporary suspensions

Temporary suspensions will be applied in the following situations:

- Where formal warnings have failed to improve a child's persistent, challenging and unacceptable behaviour.
- In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect. We will contact the parents and ask that the child be collected immediately. Immediate suspensions require the manager's agreement.

The Club may temporarily suspend the child for a period of up to 15 days. If the club takes this step, we will discuss our concerns with the parents/ carers in order to work together to promote a more desirable pattern of behaviour.

At the end of the suspension period the manager will meet with the parents / carers and the child in order to agree any conditions relating to the child's return to the Club.

Permanent exclusion

In exceptional circumstances and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the setting.

If a child is excluded from the Club, the parents / carers will be given a verbal and written explanation of the issues and subsequent actions. They have the right to appeal to the senior management team against the exclusion within 14 days of receiving written notification of the exclusion.

This policy was created on: 09/09/26 **and adopted by:** Discovery Vine Ltd

Date to be reviewed: August 2027 (or earlier if necessary)

Signed on behalf of Discovery Vine Ltd: Lynda Garbutt

Name of signatory: Lynda Garbutt

Role of signatory: Managing Director