



BEHAVIOUR MANAGEMENT POLICY

The following Behaviour Management Policy was reviewed, accepted and signed by the Chair of Governors of Grovelands Primary School in February 2016.

Both Walton and Weybridge Children's Centres are managed by Grovelands Primary School. This policy has been aligned to Grovelands Primary school and adopted by Walton and Weybridge Children's Centres in October 2018 to ensure standardisation.

Example:

This policy links to the following:

- Partnership with parents and the local community
- First Aid
- Health and Safety
- Safeguarding/Child Protection
- Equality and Diversity
- Surrey County Councils Looked After Policy

Amendment History

Version/Issue No.	Date	Author	Remarks/Reason for change	Review Date
1	February 2016	Grovelands Primary School	Aligning policy to Grovelands Primary School	February 2019

This policy links to the following:

- Special Educational Needs Policy
- Child Protection and Safeguarding Policy
- Volunteering
- Use of Children's Centres by other agencies
- Equality and Diversity
- Partnership with Parents and the local community

Behaviour Management Policy

Statement of Intent

Walton and Weybridge Children's Centre believe that all individuals flourish best when they know how they are expected to behave. They should be free to enjoy, play and learn and be supported without fear of being hurt or unfairly restricted by anyone else.

Aim

Walton and Weybridge Children's Centres will:

- Provide a calm, positive and caring environment in which there is acceptable behaviour, so that all individuals learn to respect themselves, those around them and their environment
- Ensure that all staff will model positive, calm and consistently reassuring behaviour among themselves, to demonstrate good communication skills to children and families
- Provide planned activities which motivate all children to learn academically and socially
- Employ clear expectations and strategies about what can be expected in terms of behaviour in the centre
- Treat all people with respect; this includes those of different cultures, religions and ethnic groups
- Ensure that all staff provide a positive model of good behaviour by treating all children and families, as well as their colleagues with friendliness, courtesy and respect
- Praise and endorse desirable behaviour such as kindness, patience and being willing to share
- Avoid creating situations in which children receive adult attention only in return for displaying undesirable behaviour

Scope

This policy applies to everyone in the centre including staff, volunteers, families and visitors.

'Staff' includes both those employed by the county council as well as those from other agencies (e.g. the Health Service, Connexions and Job Centre Plus) who provide services for the centre.

This also applies to staff from the statutory and non-statutory sector; the latter includes private, voluntary and independent groups.

Mandatory systems and procedures

The staff will:

- Take into account everyone's developmental needs
- Always emphasise to individuals that they themselves are valued even if their behaviour is not always acceptable
- Liaise directly with families to obtain a full understanding of children's lives and experiences so that their behaviour can best be understood
- Liaise with all staff to ensure that all individuals benefit from a consistent approach
- Only ever exclude individuals from their peers for a short time if the behaviour was detrimental to other families/staff and could cause physical harm

Standards

- All staff who work with children and families will keep themselves up to date with legislation, research and emerging thinking around handling behaviour
- Staff will attend relevant training on strategies for dealing with difficult behaviour
- Unacceptable behaviour will be handled with strategies appropriate to the situation or age and stage of development. This may involve distraction, discussion or withdrawing the individual from the situation
- Staff will never shout or raise their voice in a threatening way when responding to difficult behaviour

Bullying

- Bullying, in any form, will not be tolerated
- The staff will create an atmosphere where everyone feels safe and secure in the knowledge that positive steps are taken to tackle bullying problems
- Careful provision is made to ensure that all areas around the centre where bullying, and any other form of unacceptable behaviour might take place, are supervised by staff
- New families to groups and other activities will be settled in carefully to reduce the possibility of bullying
- In cases of bullying, staff will intervene to prevent any harm to either party and explain the effects of their bullying on other individuals
- If an individual is found to be bullying others, then staff will explain to him/her why this is inappropriate, and reassure the other individuals affected
- Those responsible for bullying will be helped to understand why their actions may hurt other people and apologize
- When those who might be prone to bully display acceptable behaviour, it will be acknowledged.
- No child will be sent out of a room unaccompanied, smacked, shaken or threatened with physical force

- In dealing with difficult behaviour, no techniques are used that single out or humiliate individuals
- If bullying does occur, a senior staff member will be involved to clarify what has happened and then work with the individual and other adults, to resolve the situation. If necessary, parents may be required to discuss appropriate solutions and strategies

Physical restraint

- This is only used to prevent an accident, such as a child running out into the road, or to prevent damage to adults or children if a child is having a temper tantrum. This may also include the prevention of serious damage to property
- Physical restraint only involves holding with minimal force and for a minimum period of time
- If physical restraint is used with children, then the incident will be recorded in the centre's Incident Log. The Incident Record Form will be used in these cases. Details in the report would include:
 - the child's name
 - time and location of the incident
 - the trigger (if any) for the incident
 - names of others involved
 - names of any witnesses
 - how the situation was handled
 - what form of restraint was used
 - any consequences of the above
- The parent/carer would be informed of any such incident on the same day, and would also be asked to sign the Incident record to indicate that they have been informed

Rewarding positive behaviour for children

There is a variety of options for rewards that might be used; they vary according to a child's age, needs, circumstance(s) or choice:

- Non-verbal praise; this includes pats on the back, a touch on the shoulder; smiles, winks or a thumbs-up sign
- Verbal praise; this is an essential part of creating a positive atmosphere, and can range from a quiet word in a child's ear to wider/'public' recognition. There should be a minimum ratio of three positive comments to one negative/reprimanding comment
- Display; children's work can be presented around the centre in such a manner that all visitors and families will recognise that success can be measured in terms of quantity or quality of effort

Children 'beyond' acceptable behaviour and behaviour plans

Sometimes individuals may not be able to comply with expectations of behaviour in the centre. This may reflect a lack of boundaries in the home, inadequate parenting/self awareness or other emotional and/or physical needs that are not being met.

It is important to gain an understanding of all individuals needs and circumstances, and involve the everyone in developing an action/behaviour plan. Such a plan would allow all the adults involved to acquire a common understanding of the child and family, and then to achieve a consistent approach in all dealings with the individual

To assist the development of a behaviour plan, other staff may need to be involved and this might include the school SENCO, foundation stage lead, therapists of various disciplines, social care staff and/or health visitor. It is important that any plans are shared appropriately with the relevant persons involved with the child.

How are we going to make sure that this happens?

Implementation, methods

- Through the supervision process, the centre manager will evaluate the way in which any such incidents have been handled, and assess the need for staff training or any other relevant intervention.
- All staff will understand that the centre manager must be informed if a record of physical restraint has been made in the Incident Record.
- The underlying ethos of this centre can be summarised in the following simple **Golden Rules** for the centre.

It is understood that:

- ✓ Everyone makes mistakes at times
- ✓ Everyone should try to be kind and friendly
- ✓ Everyone should try their best at work and play
- ✓ Everyone will help to look after the centre and its resources
- ✓ Everyone speaks and listens at the right time

This will be monitored on an annual basis.

Monitoring and reviewing

- It is the responsibility of the Children's Centre Manager to monitor and review the effectiveness of all policies relating to the centre
- The Children's Centre Manager will review and update this policy in accordance with the information outlined in the document history
- The Children's Centre Manager will update and amend this policy and its procedures in line with any emerging and relevant government legislation or county council guidance

It is intended that by adopting this policy and keeping staff, volunteers, families and the management committee informed/trained and up-to-date with procedures, the centre can avoid the need for complaints.

However, the Children's Centre Manager is the first point of contact should any queries arise over this policy and its related procedures.

Policy endorsement

This policy is agreed and signed by the governing body of Grovelands School

Liz Nichols

Executive Head

Date:

Tyrone Lawless

Chair of Governors

Date: