

Behaviour Management, Suspensions and Exclusions, Physical intervention and Corporal Punishment Policy

Behaviour Management

Quackers Out of School Clubs 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 club and are discussed regularly.

Whilst at Quackers Out of School Clubs we expect children to:

- Use socially acceptable behaviour
- Comply with the Club rules, which are written with the input of 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

The club will promote and actively encourage good behaviour by leading by example and by colleagues respecting each other and the children. It is believed that by adopting a culture of sharing and caring, engaging rules of action and consequence and by the adults leading by example, any incidents of bullying, name calling, or aggression will be minimised. By establishing clear boundaries according to the child's level of understanding, children become aware of routines and settings and know what is expected of them. One child's behaviour must not be allowed to endanger the other children in the group by absorbing or distracting the supervising colleagues.

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

1. The child will be given a verbal warning and an explanation about why their behaviour is unacceptable.
2. If this does not resolve the matter, the child will be asked to sit down away from the group to reflect on their actions (for no more than 5 minutes, but this might be reduced based on the child's age). During this time, the child will be supervised. A Behaviour Form will be completed by the Club Supervisor and the parent will be informed. This will be logged on our Master Behaviour log.
3. If the unacceptable behaviour happens on a further occasion, staff will repeat steps 1 and 2.
4. If there is no improvement and three Behaviour Forms are completed for any child over one term then a meeting will be called between the parents, Club Supervisor and Local Area Manager. The child may be temporarily suspended until such meeting has taken place.
5. At the meeting a strategy will be agreed with SMART (Specific, Measurable, Achievable, Realistic and Timely) objectives and review dates set.

6. 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 and parent.
7. Abuse, both verbal and/or physical, or extreme Anti Social Behaviour against a member of staff or another child will not be tolerated and may lead to immediate exclusion.
8. We will not threaten any punishment that could adversely affect a child's well-being (e.g. withdrawal of food or drink).

We will only suspend or exclude a child from the Club as a last resort, when 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 any of the following situations:

- Where steps 1-6 have been followed or whilst waiting for a meeting with parent as described in point 4.
- 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 Area Manager's agreement.

The Club may suspend the child for a period of up to 15 consecutive 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

Permanent suspensions will be applied in any of the following situations:

- 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.
- In the event of an extremely serious or dangerous incident.

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. The parent/carer has the right to appeal to the Managing Director against the exclusion within 14 days of receiving written notification of the exclusion.

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. Physical intervention will only take place if staff feel it is safe for them to do so. If staff are not confident about their ability to contain a situation, they should call the Club Supervisor, who in extreme cases, will seek support from the School or the police.

If a member of staff must physically restrain a child, the Area Manager must be notified immediately, and a Behaviour Form will be completed. The child's parent will be immediately called to discuss the situation and will be required to collect their child as soon as possible.

All serious incidents will be recorded. 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.