

HUCKNALL NATIONAL OUT OF SCHOOL CLUB

BEHAVIOUR MANAGEMENT

Policy

Hucknall National Out of School Club recognises the importance of positive and effective behaviour management and use the 123 Magic behaviour management strategy to promote the welfare and enjoyment of children attending the Club.

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 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.

Procedure

All staff will manage behaviour according to clear, consistent and positive strategies.

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

- Staff and children will work together to establish a clear set of 'ground rules' governing all behaviour in the Club. These will be periodically reviewed so that new children have a say in how the rules of the Club operate.
- The Club's 'ground rules' will apply equally to all children and staff.
- Positive behaviour will be reinforced with praise and encouragement.
- Negative behaviour will be challenged in a calm but assertive manner.
- When dealing with negative behaviour, staff will always communicate in a clear, calm and positive manner.
- Staff will make every effort to set a positive example to children by behaving in a friendly and tolerant manner themselves, promoting an atmosphere where children and adults respect and value one another.
- Staff will avoid shouting at work.
- Staff will facilitate regular and open discussions with children 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.
- Staff will try to discuss concerns with parents/carers at the earliest possible opportunity in an attempt to help identify the causes of negative behaviour and share strategies for dealing with it.
- Children who experience bullying, racism or other unacceptable behaviour will be given the confidence to speak out.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts by discussion and negotiation.
- Activities will be varied, well planned and structured, so that children are not easily bored or distracted.

123 Magic

123 Magic is a behaviour management strategy that focuses on implementing time-outs for negative behaviour. It helps the child to recognise that negative behaviour results in specific and consistent consequences.

- At the first display of negative behaviour the staff member will look directly at the child, say the child's name and 'That's 1' in a firm and calm manner. There will be no discussion into the behaviour.
- If the child displays a second negative behaviour (either a repetition of the same behaviour or a different negative behaviour) the staff member will again look directly at the child, say the child's name and 'That's 2' in a firm and calm manner. Again there will be no discussion into the behaviour.
- If the child displays a third negative behaviour (either a repetition of the same behaviour or a different negative behaviour) the staff member will again look directly at the child, say the child's name and 'That's 3, take 5' in a firm and calm manner. The child is then led to a 'time-out' space and told how long they will need to stay there, this is one minute per year e.g. age 5 = 5 minutes. Do not pay any attention to the child.
- At the end of the 'time out' period, the child is told that they can go and continue with the session. Don't talk about the 'time out' or the behaviour that led them there.
- In a case where the behaviour shown is deemed as serious e.g. a child who is hitting or swearing the staff member will immediately go to the 'That's 3, take 5' stage. The child will not be given multiple chances to hit or swear at others. In this instance it is important to explain to the child that hitting or the use of a certain word is not acceptable.

In the event that unacceptable behaviour persists, more serious actions may have to be taken, in accordance with the Suspensions and Exclusions policy. In these circumstances children will have explained to them the potential consequences of their actions, and the parents will be informed.

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 from significantly injuring themselves or others or to prevent serious damage to property.

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

A dialogue will be maintained with the child or children at all times, 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 or children.

Only the minimum force necessary to prevent injury or damage should be applied. For example, by diverting a child or children by leading them away by a hand or by an arm around their shoulders.

Staff 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 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 or children to regain self-control.

The force of the physical intervention will be always appropriate to the age, size and strength of the child or children involved.

If staff are not confident about their ability to contain a particular 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, the Manager will be notified and the incident recorded in the Incident Record Book. The incident will be discussed with the parent/carer at the earliest possible opportunity.

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

This policy was adopted by the committee of Hucknall National Out of School Club.

At a meeting held on.....

Signed by Chairperson..... Date