



# Meltham School's Out

## Positive Behaviour Policy

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Approved by:	Meltham School's Out Committee		
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### 1.0 Aims

Meltham CE School is a Church of England Foundation school whose Positive Behaviour policy has been developed to reflect the school's core Christian values. Meltham School's Out follows the same ethos. In the club we aim to create a safe and secure environment for all children; we encourage honesty, fairness and good manners. We maintain high expectations of the children's behaviour and prioritise the reward of good behaviour over a punitive approach. However, we are aware that sometimes poor behaviour needs to be addressed, and the aim of this policy is to outline our systems for both reward and punishment.

### 2.0 Roles and Responsibilities

All members of the Meltham School's Out community are expected to take equal responsibility both for the implementation of this policy and for their personal and professional actions. Furthermore, they are required to show care and concern for people, the club and its contents at all times.

### 3.0 Policy

Meltham School's Out 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. Whilst at Meltham School's Out, we expect children to:

- Use socially acceptable behaviour.
- Comply with the club rules, which are compiled by the children themselves.
- Respect one another, accepting differences of race, sex, 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.

### **3.1 Encouraging and Recognising Positive Behaviour**

At Meltham School's Out, positive behaviour is encouraged and recognised by:

- Staff acting as positive role models.
- Offering a variety of play opportunities to meet the needs of children attending the club.
- Giving non-verbal praise
- Verbal praise
- Beads in a jar
- Praising appropriate behaviour
- Sticker/certificate rewards
- Informing parents about individual achievements

### **3.2 Club Behaviour Agreement**

Fundamental British Values underpins all aspects of the club. These values are:

- Democracy
- Rule of Law
- Respect and Tolerance
- Individual Liberty

Children attending the club help staff to devise club rules and a behaviour agreement which promotes responsibility and ownership of the club sessions. All children, staff and volunteers are expected to follow the rules which are displayed throughout the club room.

### **3.3 Consequences**

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 try to determine the cause or triggers of such behaviour to prevent the situation from recurring. Low intervention steps taken to challenge unwanted behaviour include:

- Challenging behaviour addressed in a calm, firm and positive manner.
- In the first instance, removing the child from the activity.
- Staff giving the child an opportunity to explain the behaviour, to help prevent a recurrence.
- Staff explaining why the behaviour displayed is deemed inappropriate.
- Staff encouraging and facilitating mediation between children to try to resolve conflicts through discussion and negotiation.
- Consulting with the child to find more engaging activities, if the behaviour appears to be caused by boredom.

High intervention steps taken to challenge unwanted behaviour include:

- Consulting with parents/carers to formulate clear strategies for dealing with persistent inappropriate behaviour.

Club staff never threaten any punishment that could adversely affect a child's well-being (e.g.

withdrawal of food or drink).

If - after consultation with parents/carers and the implementation of behaviour management strategies - a child continues to display inappropriate behaviour, the club may decide to suspend or exclude the child. The reasons and processes involved are clearly explained to the child.

### **3.4 Monitoring and Recording**

Negative behaviour is monitored by recording any incidents on a Negative Behaviour Slip (Appendix 4.1) or an Incident Record (Appendix 4.2) depending on the impact the behaviour has had. Both record the type of behaviour and the consequence given.

### **3.5 Positive Handling**

There are currently at least two members of staff that are trained to carry out positive Handling according to Team Teach guidelines. This may be used if a child is in danger of hurting themselves, hurting others or damaging property.

### **3.6 Other Adults**

Meltham School's Out is a place of safety and security for the children who attend and for the staff who work here. The club operates zero tolerance towards unacceptable behaviour from any parent/carer, visitor, or any other adult that accesses the club. Unacceptable behaviour includes, but is not limited to:

- Shouting at members of staff, whether in person or over the telephone.
- Physically intimidating a member of staff, E.G standing too close or blocking their exit.
- Using aggressive or abusive hand gestures, E.G shaking a fist towards another person.
- Any other threatening behaviour, both physical and/or verbal
- The use of swearing/foul language, whether this be conversationally or targeted.
- Physical violence, such as pushing, hitting, slapping, punching or kicking.
- Spitting.
- Other targeted comments concerning one or more of the Protected Characteristics, as outlined in the Equality Policy.

If a parent/carer or member of the public behaves in an unacceptable way towards a member of staff or a child at the setting, the club follows the procedure outlined in Appendix 4.3.

### **3.7 Suspensions and Exclusions**

The club only uses suspension or exclusion as a last resort when all other behaviour management strategies have failed or if we feel that children or staff are at risk.

Staff will inform the manager if a child's behaviour warrants suspension or exclusion. Suspensions and exclusions are fair, consistent and appropriate to the behaviour concerned, and take account of the child's age and maturity as well as any other factors relevant to the child's situation.

#### **3.7.1 Temporary Suspensions**

Temporary suspensions are applied where formal warnings have failed to improve a child's persistent, challenging and/or unacceptable behaviour. In the event of an extremely serious or

dangerous incident, the child is suspended with immediate effect and parents/carers are asked to collect the child/ren immediately. These suspensions require the manager's agreement. The club may temporarily suspend the child for a period of up to 15 consecutive days. In this instance, club management discusses relevant concerns with the parents/carers in order to promote and encourage a more desirable pattern of behaviour. At the end of the suspension period the manager meets with the parents/carers and child to agree any conditions relating to the child's return.

### **3.7.2 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 are given a verbal and written explanation of the issues and subsequent actions. The parent/carer has the right to appeal to the Committee against the exclusion within 14 days of receiving written notification of the exclusion.

## 4.0 Appendices

### 4.1 Negative Behaviour Slip

Child Name: \_\_\_\_\_ Date: \_\_\_\_\_

Recorded by: \_\_\_\_\_

Incident Type (*tick*):

Physical against child	Verbal	Refusal	Interfering with others
Physical against staff	Threatening	Damage (premises/equipment)	Bullying
Other: _____			

Time of Incident: \_\_\_\_\_ Location: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## 4.2 Incident Record

<b>Name of person/child involved:</b>		<b>Class:</b>
<b>Name of person completing record:</b>		
<b>Job Title:</b>		
<b>Details of Incident:</b>		
<b>Date:</b>		<b>Time:</b>
<b>Where did the incident occur?</b>		
<b>Describe the events:</b>		
<b>Witnesses:</b>		
<b>Other comments:</b>		
<b>What actions were taken?</b>		
<b>Record completed by (Signature):</b>		<b>Record read by (Signature of parent/carer):</b>
<b>Name:</b>		<b>Name:</b>
<b>Date:</b>		<b>Date:</b>

### **4.3 Responding to Unacceptable Behaviour**

If a parent/carer or member of the public behaves in an unacceptable way towards a member of staff or a child at the setting, the club follows the below procedure:

- In order to ensure the safety of the children and to limit possible distress, we remove them from the vicinity of the incident.
- Management seeks to resolve the situation through calm discussion.
- If the individual continues to behave in an aggressive and intimidating manner, we insist that they leave the premises immediately.
- If the individual refuses to calm down or leave the premises, the manager contacts the police.
- If the individual wishes to make a complaint we encourage them to follow the club's Complaints Procedure, or to complain directly to Ofsted if they so choose.
- When the immediate incident has been resolved, the manager and staff reflect on the incident, and decide whether it is appropriate to temporarily suspend the individual and the child/ren from the club.
- This decision considers the seriousness of the incident, the impact the incident has had, and whether the individual has behaved aggressively before.
- If we decide that a temporary suspension is appropriate, we write to the individual concerned to inform them of the reason/s for the suspension and its duration.