

# **BEHAVIOUR MANAGEMENT POLICY**

The Community Playgroups have a very clear policy of no smacking, slapping, shaking or any other form of intimidating or inappropriate behaviour. It is only acceptable for practitioners to pick a child up by firstly forewarning them, they then use "careful C's" under the child's armpits, then the practitioner will hold the child with both arms, close to their own body (on the hip), and practitioners will only take or lead children by the hand. It is not acceptable to take or lead children by the wrist or any other part of their body.

At all times the staff will be consistent in their approach to behaviour, which will enable children to clearly understand the type behaviour that we expect from them, and in turn, teach them right from wrong. For further details, please request a copy of the settings Time Out procedure.

The practitioners responsible for Behaviour Management can be seen below. These practitioners have the necessary skills to advise other staff on behaviour issues, and if necessary, they are able to access expert advice:

**Lynn Gardner/ Lindsey Gallagher/ Gemma Pike (Ladybarn Community Playgroup)**

**Lynn Gardner/Stephanie Ferguson/Gemma Pike (St Catherine's Playgroup)**

We refrain from using the word 'naughty', and consequently do not have a 'naughty chair, corner or step' etc. We do however have a quiet corner (time out space) which will be used to calm a child down if they continue to misbehave after an occasion (and warning) of behaviour that is deemed to be unacceptable. The time out space will be used without warning, if a child purposely harms another child or member of staff. Practitioners will always use careful and appropriate handling techniques, such as using our careful "C's", picking the child up under the armpits, or holding the child's hand, and any inappropriate handling or intimidating behaviour will be challenged, investigated, and if necessary a disciplinary meeting will take place in accordance with the business's Employee Handbook. The practitioner must also explain to the child why their behaviour is unacceptable and forewarn the child that they are going to pick them up. For a copy of the settings Time Out procedure, please ask a member of staff.

If a child is seen to be misbehaving, we aim to divert their attention to an activity. If after a short time this has had no effect, we encourage them to choose a book and a member of staff will read to them or let them read the book on their own.

If conflict occurs between children, our procedure is to take those concerned out of the main group to a quiet place, to establish the cause of the conflict. We then encourage those concerned to apologise and explain to them why their behaviour is unacceptable. All children should be reassured that they are always valued as an individual even if their behaviour has been, or is still, unacceptable.

We do not tolerate bullying. If we suspect a child is being a bully, we document any instances observed on an Incident Form, which will be kept in the child's file, and we then talk to the child away from the rest of the group and try to explain the hurt and upset they are causing to the other person. If the bullying continues, we ask the parent or carer to come into Playgroup to discuss the issue confidentially with the Playgroup Manager and the child's Key Person. At this meeting we will give the parent or carer the opportunity to read the information documented and to share any comments or information relating to their child's behaviour.

We do not discuss a child's behaviour with staff, parents or carers in the presence of the child.

Good behaviour is always encouraged by positive praise, giving the child responsibility, and rewarding them with stickers.

As adults, we have to recognise that children are learning to deal with a range of emotions and feelings. We have to acknowledge those feelings and work with the children and their parents to find constructive solutions. Not all children react to separation in exactly the same way and therefore if a parent witnesses another child becoming anxious in a way that they are unfamiliar with, we urge them to speak with a member of staff for clarification on the matter; however, we are unable to give parents any personal information regarding another child.

If physical intervention is seen as appropriate, we ensure that the intervention is actioned with minimum force and for a minimum amount of time. Circumstances in which physical intervention may be appropriate are: preventing an accident such as a child running out onto a road, to prevent injury to children or staff members, or to avoid damage to personal or Playgroup property, for example, if a child is having a temper tantrum and lashing out at others. In such cases we record the incident on an Incident Form, showing the child's name, time and location of the incident, what triggered the incident, whether or not there were any other children, staff, parents or carers involved, how the situation was handled, if necessary the form of restraint or physical intervention that was used, and if any consequences occurred. We then have a meeting with the parent or carer on the same day to inform them of the incident and how it was dealt with. We then ask the parent or carer to sign the statement to confirm that they are aware that physical intervention or restraint was used and understand why it was deemed necessary.