

**D.P.S.**

**Out of School Club**

**Behaviour  
Management Policy**

## **BEHAVIOUR MANAGEMENT POLICY**

### **PRINCIPLE**

**The Children (NI) Order (1995) states the importance of developing “procedures to address unacceptable behaviour and promote positive attitudes in children..... encouraging development of a sense of right and wrong”**

*Paragraph 5.20*

### **POLICY STATEMENT OF INTENT**

DPS Out of School Club aims to promote positive behaviour and relationships where children treat each other with care and respect. We implement a positive approach in which expectations and boundaries are clearly established in accordance to children’s age and level of understanding.

### **PROCEDURES**

- Rules of conduct and behaviour of the children will be discussed and agreed with all newcomers, both children and adults.
- We use praise to highlight children’s desirable behaviour and actions.
- Respect for themselves, others and property is encouraged.
- Responsibility in caring for others and the environment is encouraged.
- Children are supported to express their feelings.
- Children will be given the chance to solve their own conflicts with appropriate guidance and support.

### **RESPONSIBILITIES OF STAFF MEMBERS**

- Through induction, all new staff are introduced to this policy and are asked to sign that they have read, understood and agreed.
- Appropriate behaviour in all interactions with children and staff show that good behaviour is valued.
- To adopt a positive approach and provide a positive role model.
- Adults will ensure rules are applied consistently and fairly .
- No form of physical restraint is used unless the child is in danger of seriously hurting himself or others.
- Physical punishments are neither used nor threatened.

## **ADDITIONAL NEEDS**

- Adults will be aware that some kinds of behaviour may arise from a child's SEN.
- Advice will be sought from parents / class teacher (with parental permission) to help staff implement behavioural strategies to support the child.

## **ANTI-BULLYING**

It is our aim to foster an environment that all children play and learn in a supportive, caring and safe environment without fear of being bullied or discriminated.

Bullying may be defined as the following:

*Bullying is a form of aggressive, hurtful behaviour which is persistent and unprovoked. It involves an abuse of power. It may take various forms, including physical, verbal and emotional.*

We aim to prevent occurrences of bullying and to deal with any incidents quickly and effectively.

- Bullying will not be tolerated.
- Any incidents will be taken seriously and facts will be obtained from all children involved and adults who witnessed the incident.
- Incidents will be recorded and parents informed.
- We will work with the victim of bullying, support, reassure and establish what has happened and agree a way forward.
- We will work with the child/ children who have bullied and help them to understand their behaviour and how it affects others.
- If bullying continues then the matter will be referred to the Management Committee.

## **MANAGING NEGATIVE BEHAVIOUR**

DPS Out of School Club will deal with negative and inappropriate behaviour by implementing appropriate behaviour management strategies at the earliest opportunity. Consideration will be given to the children's stage of development and level of understanding / maturity when dealing with negative or inappropriate behaviour. Staff will be guided by the following 3 steps:

1. Verbal warning, giving clear explanation of why the behaviour is unacceptable.
2. Remove child from the situation and not allowed to return unless their behaviour improves.
3. If this doesn't resolve the matter then the parents/carers will be informed.

We acknowledge that some children will require additional support in order to achieve acceptable levels of behaviour. We will work with parents or carers to deal with inappropriate behaviour in accordance to this policy.

## **MANAGING AGGRESSION AND PERSISTENT NEGATIVE BEHAVIOUR**

Recurrent misbehaviour that is becoming unmanageable and uncontrollable, the situation will be referred to the Management Committee. All significant incidents will be recorded on an Incident form and signed by parent / carer. Individual pages are used to protect confidentiality.

Staff will follow the additional 3 steps:

- If no improvement then the issue will be discussed with the Management Committee.
- Management will meet with the parents/carers to agree a course of action and set review dates.
- If behaviour does not improve, DPS Out of School Club reserve the right to temporarily suspend a child or if warrant, to permanently exclude a child from the setting.

## **TEMPORARY SUSPENSION**

This will be applied in the following situation;

- Persistent, challenging and unacceptable behaviour that has failed to improve.
- In the event of a serious or dangerous incident that has put the safety of the child, other children or staff at risk and in agreement with the Leader and Registered Person/Chair we will suspend a child with immediate effect.

DPS Out of School Club may temporarily suspend a child up to 15 consecutive days. If this action is taken 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 Leader and the Chairperson will meet with the parents/carers and the child to agree to the conditions relating to the child's return to the out of school club.

## **EXCLUSION**

This may be applied in the following situation;

- Aggressive or abusive behaviour either physical or verbal to staff or other children.
- Where behaviour is extreme and all other attempts at behaviour management have failed.
- In the event of a serious or dangerous incident that has put the safety of the child, other children or staff at risk and in agreement with the Leader and Registered Person/Chair we will exclude a child with immediate effect.

If a child is excluded from DPS Out of School Club, the parents/carers will be given a verbal and written explanation of the issues and subsequent actions. They have the right to appeal to the Management Committee against exclusion within 14days of receiving a written notification of exclusion.

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club management team.

Signed: J. Thompson

(on behalf of the management team)

Position: Chairperson Feb 17

Reviewed on:

Date: 8/01/18 Signed: J. Thompson

Date: September 2019 Signed: J. Thompson

Date: 2/9/20 Signed: J. Thompson