



## Hilldrop Area Community Association – Play Projects Behaviour Management Policy and Procedures

**July 2021**

Policy No. 20	This policy was adopted by HACA in June 2018 and will be reviewed at least every 2 years.	<b>Date of Review:</b> July 2021
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Hilldrop Area Community Association recognises the importance of using positive and effective behaviour management strategies in promoting children’s welfare, learning and enjoyment.

Our Behaviour Management policy aims to help children to:

- Develop social skills and help them to understand what constitutes acceptable behaviour
- Develop confidence, self-control and self-esteem in an atmosphere of mutual respect and encouragement
- Develop a respect for one another
- Build caring and co-operative relationships with other children and adults

### **Behaviour Management Strategies**

Hilldrop Play Projects will manage behaviour using clear, consistent and positive strategies. Parents/carers are encouraged to contribute to these strategies, raising concerns or offering suggestions.

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

- Staff and children will work together to establish a clear set of rules governing behaviour. We will review the rules periodically to give new children an opportunity to have an input. Parents/carers will also have access to the organisations rules to promote consistency.
- The organisations rules will apply equally to all children, staff and parents/carers.
- The rules will be displayed in view of the children, staff and parent/carers.

- Challenging behaviour will be addressed in a calm but assertive manner. In the first instance, staff will try to re-direct children's energies by offering them alternative and positive options. Staff will be open in stating and explaining non-negotiable issues.
- Positive behaviour will be reinforced with praise and encouragement.
- When dealing with challenging behaviour, staff will always communicate in a clear, calm and positive manner. For those children who need support in order to behave in an appropriate manner, staff will investigate strategies and offer consistent care.
- Staff and parents/carers 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 and parents/carers will avoid shouting at any time.
- Staff will instigate regular and open discussions with children about their behaviour. This will help them to understand the inappropriate 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 through staff meetings and de-briefing.
- Staff will try to discuss concerns confidentially with parents/carers at the earliest possible opportunity in order to help identify the causes of inappropriate 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 through discussion and negotiation.
- The organisation ensure that children's services are well resourced and planned in order to meet the needs of the children and young people, thereby offering a variety of play opportunities.

### **Dealing with Inappropriate Behaviour**

When confronted with negative behaviour, staff will distinguish between 'disengaged', 'disruptive' and 'unacceptable' behaviour.

- **Disengaged** behaviour may indicate that a child is bored, unsettled or unhappy. With appropriate interventions, staff may be able to re-engage a child in purposeful activity.
- **Disruptive** behaviour describes a child whose behaviour prevents other children from enjoying themselves. Staff will collectively discuss incidents and agree on the best way to deal with them.
- **Unacceptable** behaviour refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction of equipment. Staff will be clear that consequences will follow from such behaviour, including in the first instance, temporarily removing a child from the activity session.

When inappropriate behaviour occurs, staff will listen to the child or children concerned and hear their reasons for their actions. Staff will then explain to the children what was unacceptable about their behaviour and that their actions have consequences for themselves and for others.

Staff will make every effort to ensure that children understand what is being said to them. Children will always be given the opportunity to make amends for their behaviour and, unless it is judged inappropriate, be able to rejoin the activity. Staff will give consideration to the child's individual needs. Every effort will be made to communicate in the most appropriate manner in order to facilitate an improvement in behaviour.

Children who need help in order to behave appropriately will be given support and consistent strategies to address the matter. Staff will seek appropriate training in order to reflect upon the triggers and effects for children who find aspects of the play environment stressful.

In the event that unacceptable behaviour persists, more serious actions may have to be implemented. At all times, children will have the potential consequences of their actions explained to them.

It is recognised that an incident of unacceptable behaviour is a stressful situation for staff and children alike. However, staff will be aware that there is also a need to be mindful of confidentiality and will only discuss such incidents on a 'need to know' basis. Where causes of incidents indicate possible abuse, child protection procedures will be implemented.

### **The Use of Physical Interventions**

Physical intervention may be recognised as part of an Individual care plan and training will be sought.

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/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/children at all times, in order for the member of staff to 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/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 when there is no immediate risk to people or property.

When safe, the physical intervention should be relaxed gradually to allow the child/children to regain self-control.

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

If staff are not confident about their ability to contain situation or type of behaviour, they will consider calling the manager or, in extreme cases, the police.

If a member of staff has had to intervene physically to restrain a child, the manager will be informed 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**.