

### **(viii) Behaviour Management.**

At the beginning of each programme and at regular intervals, staff and children will formulate/review a set of rules for the programme and discuss the consequences of breaking these rules. Programme rules will be based on respect for each other, staff and equipment. Staff will encourage children by outlining what is expected of them and explaining the consequences of disobeying. Positive reinforcement will be used at all times and a stimulating and varied programme will be provided to ensure against boredom. This is to be consistent across all programmes.

**A staff member will supervise, and be in sight and sound of children at all times.**

When a child misbehaves or ignores programme rules, staff will:

- Remind the child in an assertive but not aggressive manner what is expected and the consequences of disobeying.
- If the behaviour continues the child will be reminded again and warned of the consequences that will result.
- If the child continues to misbehave after one or two warnings the consequences will be enforced. Time out will be used.
- Write an anecdotal record of the individual's behaviour which will be maintained and signed by parent on signing out.
- Write an incident report, when unacceptable behavior is displayed between 2 or more children within the day of the behaviour being noted.

Consequences must be appropriate and may include:

- Being removed from the activity and put into time-out. The child will be made to sit away from the group in a clearly visible spot for a period determined by the Supervisor (1 minute for each year of age of the child-as a guide). Before the child returns to the group, the staff member will review with them what behaviour is expected (for example for disruptive or aggressive behaviour)
- Having physical play boundaries reduced (example, when a child continually leaves the defined boundaries), stating to the child again where he/she may go.
- Not being allowed to play with a certain piece of equipment (for example when a child continually misuses that piece of equipment.)
- If a child continually misbehaves and a record has been logged, parents will be notified when they pick up the child and will be asked to support the staff in their attempts to encourage the child to behave. If disruptive behaviour continues, an anecdotal records and incident reports have been filed, parents will be asked to meet with the Supervisor and the OSCAR Coordinator to plan a course of action.
- If a child continually behaves in a manner that endangers themselves or other children, despite the above measures, parents will be notified by the OSCAR Coordinator and asked to remove their child. No Supervisor can suspend a child; this is an issue for the OSCAR Manager/Coordinator and The Chair of Bread of Life Trust.

At no time will punitive discipline be used. This includes punishing children by physically hitting, withholding food and drink, isolation from the group, abusive, demeaning or condescending comments.

At all times staff will maintain a fair, consistent and positive approach to children's behaviour.

When children are in conflict with each other, staff will encourage the children to resolve the situation themselves and aid them by making suggestions on how to do so. If children cannot resolve the conflict they will be removed from the situation, or if necessary remove the other children from the issue by taking them into another space.

Children will only be physically restrained if their immediate safety or the safety of others is at risk and verbal commands have failed.

Use of anecdotal behavior tracking sheet will be used for children who continually push the boundaries, and this will be discussed with the parents. Accurate information needs to be recorded on these, and incident sheets for parental discussion and signing.

Staff will continue to receive training on Behaviour management during the year at Staff meetings or at Training courses delivered by professional personnel.

*(Last updated 2015)*