

Behaviour and Sanctions Policy

Malvern Special Families is committed to ensuring that all children have an enjoyable time whilst attending each club.

We believe that our clubs provide opportunities for children and young people to build positive relationships in a safe and secure environment.

We encourage respect, co-operation and tolerance of others.

We believe that it is important for these children and young people to have their views heard and be a part of the decision making process. We also encourage independence, self-confidence and other social skills.

Children, young people and parents are made aware of our Behaviour Policy when joining the Club and reminded of it when appropriate. However, Malvern Special Families recognises that all children including those with additional needs can display challenging behaviour.

Our aims are:

- Management of that behaviour in a manner, which respects that child or young person's equal opportunities and human rights.
- Encourage and teach appropriate behaviour.
- To provide support for everyone within the provision.
- To provide a clear code of practice, a balanced and planned combination of rewards and consequences within a positive environment.

It is important to remember that behaviour is a form of communication and pinching, pushing, biting or kicking could mean any of the following;

I feel unloved.

Intended playfully I don't know how to play.

I don't know how to tell you what I'm feeling.

I don't like you / what you are doing.

I want someone to notice me.

I want what you've got.

Behaviour Management Strategies.

These strategies are to de-escalate/ defuse a situation and to prevent there being a need for use of force.

All children and young people will be placed with Keyworkers at each club.

- Every effort will be made to ensure that they already has a positive relationship with that keyworker.
- They will be introduced to the keyworker at the beginning of each session and it is the keyworker's responsibility to ensure that they have settled in well and is involved in activities.
- Parents should speak to the keyworker in the first instance if they have any questions about their child.

Malvern Special Families believe that rewards encourage and reinforce good behaviour.

- We will praise often and be quick with praise. We will use praise as a distraction.
- We will praise other children and use specific praise. All praise will be meaningful and appropriate.
- Wherever possible we will not draw attention to unwanted behaviour.
- Rewards might take any of the following forms; badges, stickers, certificates, note to parent/ carer, achievement chart, access to a favourite activity, I can notes, photographs, circle time, praise, special job, choosing.
- We will think about how we talk to the children we will focus on the activities they are allowed to do rather than the things we would prefer them not to do. For example we will talk to each other quietly rather than talk loudly. Always try to have five positive instructions for every negative!
- We will redirect the child to another activity and distract them.
- We will change staff members if appropriate, to give them a break.
- We could use music as a method of calming children down.
- We can look at the activity and see if we can identify any trigger points that could be altered or removed.

- We could look at the layout of our space and see what we can change.
- We can look at our procedures and check that they are working positively to boost children's self esteem. Are we encouraging children's talents? Do they get the opportunity to experience success? Are we setting achievable goals? Are children being involved in the decision-making? Is there a sense of fun in the setting?

Consequences.

Examples of consequences could be, missing a special activity, no time left for a certain activity. However consequences have to be appropriate and then delivered promptly and consistently. Where possible children should be made aware of the consequences of their actions.

*This management strategy should only be used with children who are able to understand.

The consequences should be non-punitive and reasonable, related to behaviour.

- Children may be removed from a situation that is causing anxiety or distress to a location where they may be continuously observed or supported until they are ready to resume their usual activities. This is usually the quiet room.
- We must remember to have age and ability appropriate expectations, to give a warning of the consequences, natural and logical and certainly not harm the child. If you have any doubt about consequences speak to your project leader and they will offer advice.
- Malvern Special Families does not use time out/seclusion (where the child is forced to spend time alone against their will), as an appropriate behavioural sanction but they are offered quiet time to calm down where appropriate.
- Aggressive behaviour, including smacking, slapping or shaking will NEVER be regarded as acceptable within our clubs.
- Malvern Special Families does not use planned physical interventions although we recognise that the use of minimum force might be appropriate in emergency situations, to prevent injury to self or others or damage to property.
- Team teach training will be available where appropriate and when it is also used for an individual in school, we will obtain the Behaviour Management Plan from the school.
- If physical intervention is used in an emergency situation, an incident report will be completed within 24 hours of the event, relating to all the circumstances. Where Team Teach is used the relevant Team Teach paperwork will be completed.

This incident record is not to criticise staff but to protect them. The incident record contains the following information;

- Name of child
- Date,
- Time of incident,
- Staff involved
- Background to incident,
- Details of incident including any staff involved,
- Actual physical restraint
- Support to child,
- Feedback from child,
- Support to staff, De-brief
- Signature of parent, Signature of staff member,
- Signature of Play leader

Such recorded incidents should be brought to the attention of the Manager, who in turn will notify the trustees where appropriate.

Working with challenging behaviour can be tiring and it is important for staff and volunteers to feel supported by other staff, volunteers and trustees. The key to this is good planning, open and honest discussions (within the framework of our confidentiality policy) a sense of humour, and support from outside agencies.

Our Behaviour Management and Sanctions Policy is a working document and will be reviewed annually and play a major part in staff training.