

St Michael's Family Centre

Registered as a Charity

OfSTED Registration number EY 411778 Saddlebow Road
OfSTED Registration number EY 399923 Church Lane
OfSTed Registration number EY 2673202 Terrington St Clement

Policies and Procedures

Related to:

Behaviour Management



Saddlebow Road, Church Lane and
Terrington st Clement

Policy document reviewed Sept 2022

Next review date Sept 2023

St Michael's Family Centre Behaviour management policy

Statement of intent

Our family centre believes that children flourish best when they know how they are expected to behave and should be free to play and learn without fear of being hurt or unfairly restricted by anyone else.

Aim

We aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment.

Methods

- We have a named person who has overall responsibility for issues concerning behaviour.
- We require the named person to keep her/himself up-to-date with legislation, research, and thinking on handling children's behaviour; access relevant sources of expertise on handling children's behaviour; and check that all staff have relevant in-service training on handling children's behaviour. We keep a record of staff attendance at this training.
- We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.
- We require all staff, volunteers and students to use positive strategies for handling any conflict by helping children find solutions in ways which are appropriate for the children's ages and stages of development for example distraction, praise and reward.
- We familiarise new staff and volunteers with the family centre's behaviour policy and the rules for behaviour.
- We expect all members of the family centre children, parents, staff, volunteers and students to keep to the rules, requiring these to be applied consistently.
- We praise and endorse desirable behaviour such as kindness and willingness to share.
- We avoid creating situations in which children receive adult attention only in return for undesirable behaviour.
- We recognise that codes for interacting with other people vary between cultures and require staff to be aware of and respect parental values and views.
- When children behave in unacceptable ways, we support and help them to see what was wrong and how to cope more appropriately.

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- We never use physical punishment, such as smacking or shaking and Children are never threatened with these.
- We do not use techniques intended to single out and humiliate individual children.
- We only use physical restraint, such as holding, to prevent physical injury to children or adults and/or serious damage to property. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of our family centre leader and are recorded in our Incident Book. The parent is informed on the same day and asked to sign the Incident Book to indicate that he/she has been informed.
- In cases of serious misbehaviour, such as racial or other abuse, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame. An account of the incident and action taken will be recorded in the Incident book.
- We do not shout or raise our voices in a threatening way to respond to children's behaviour.
- We handle children's unacceptable behaviour in ways, which are appropriate to their ages and stages of development for example by distraction, discussion or by withdrawing the child from the situation.
- We always work in partnership with children's parents, providing regularly information about their children's behaviour. We work with parents to address recurring unacceptable behaviour, using objective observation records to help us to understand the cause and to decide jointly how to respond appropriately.

Bullying:

Bullying involves the persistent physical or verbal abuse of another child or children. We take bullying very seriously. If a child bullies another child or children:

- We intervene to stop the child harming the other child or children;
- We explain to the child doing the bullying why her/his behaviour is inappropriate and unacceptable;
- We give reassurance to the child or children who have been bullied;
- We help the child who has done the bullying to say sorry for her/his actions;
- We make sure that children who bully receive praise when they display acceptable behaviour;
- We do not label children;
- When children bully, we discuss what has happened with their parents and work out with them a plan for handling the child's behaviour; and

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- When children have been bullied, we share what has happened with their parents, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.

E-Bullying:

Children are given age appropriate information on the risk associated with the use of electronic forms of communication for example mobile phones, tablets, computers and other forms of IT devices to try to prevent E-bullying.

In situation whereby the bullying takes place using electronic forms and devices for example text messages or using social media sites to post or send threatening messages then we will in the first instance work with the child and parent doing the bullying to educate them to the hurt and harm this may cause to prevent any further occurrences and help them behaviour in a more appropriate manner; note should this continue we will seek advice from the police. For the child that has been bullied in this manner we will work with them to support and help them to understand what action can be taken to protect themselves in the future; for extreme situations whereby self-esteem and well-being has been negatively impacted referrals for additional support services may made.









Code of behavioural conduct

Children / staff attending

St Michael's Family Centre



The following behaviour is expected from all children and staff within the family centre.

-  **Respect for the views of others.**
-  **Talking quietly and calmly at all times.**
-  **Take responsibility for own actions.**
-  **Sharing of all equipment and toys.**
-  **Clearing away toys/equipment when finished using them.**
-  **Following accepted 'norms' of the group.**
-  **Use all ICT respectfully and sensibly following protocols for the safe use of ICT**
-  **Treat others as you would like to be treated**