



**Putting families at the centre**

# **Behaviour Management Policy**

This policy was adopted by Honeycroft's Board of Trustees on 9 May 2018

This policy is due for review in May 2019

## **Guiding Principles**

Honeycroft believes that children and adults flourish in an organised environment where everyone knows what is expected of them and where children feel free to develop, explore and learn through play without fear of being hurt or prevented from doing so by others. In order to achieve this Honeycroft has clear expectations regarding behaviour.

Honeycroft recognises that learning socially appropriate behaviour is a developmental process and staff will enable and encourage this by modelling positive behaviour towards children and managing challenging behaviour in a calm and structured way.

Overall staff will focus on praising good behaviour rather than singling out challenging behaviour. This behaviour policy will outline how we will help children to develop self-discipline and respect for others. These rules are reinforced by the whole staff team and explained to all newcomers, both adults and children.

Overall responsibility for the behaviour of children and staff is held by the service manager under the direction of the centre manager.

## **What we will do**

At Honeycroft we understand that children are still learning about socially acceptable behaviour and we will help them to understand when something is dangerous or harmful to themselves or others and to make good choices.

- We will provide clear and consistent boundaries for behaviour, explaining consequences and offering choices.
- We will be aware of the possible causes of unacceptable behaviour and why it might happen, for example:
  - The child is unaware that a particular behaviour is unacceptable because it has not yet been learned.
  - Are the child's needs being met? Are they tired, hungry or unwell?
  - Is the child having problems at home, at Honeycroft or at school?

- We will seek to promote a positive role model to the children and others through friendliness, good manners and positive role modelling. Honeycroft has an expectation of positive interaction between adult and adult, as well as adult and child.
- We will actively encourage children to talk to us about any concerns they have regarding discrimination, being bullied, (including cyber bullying), or being harmed.
- We will follow the Good Behaviour and Challenging Behaviour Procedures (see below) in all cases.

### **Good Behaviour Procedure**

- Staff will focus on praising good behaviour; sharing, listening, kindness to others will all receive acknowledgment and praise from staff.
- Staff will use both verbal and non-verbal communication, 'See and Say', to communicate behaviour expectations to children. Staff will communicate good behaviour to children with non-verbal cues including thumbs up representing 'good'.
- Stickers will be given to children for especially good behaviour or to those who show good behaviour following a period of challenging behaviour.
- 'Star of the Week' will be given each week to a child/children who have demonstrated excellent behaviour. Honeycroft will aim to ensure that all children receive 'Star of the Week' during the term and will look for behaviours to reward.

### **Challenging Behaviour Procedure**

- Children will always be encouraged to say sorry if they have hurt or upset another child.
- Staff will acknowledge the behaviour by saying aloud 'children do we hurt our friends at Honeycroft?', encouraging the children to answer, 'No we do not'.
- Children displaying disruptive or inappropriate behaviour will be removed from the situation and taken to another activity.

- If 'time out' is required, staff will use a sand timer to measure time-out. This will be one minute for each year of the child's age.
- If the behaviour escalates, e.g. the child throws equipment, then staff will take the child to the sensory room with lights on and door open. If the sensory room is occupied, staff will use the space outside the main play area. A member of staff will stay with the child.
- Staff will reinforce to all children what good behaviour is and what is not acceptable in the group.
- The staff team will discuss and agree next steps for any unacceptable behaviour.
- Throughout the procedure staff will be calm and patient, offering comfort to upset children, helping them to manage their feelings and talk about them to resolve issues and promote understanding.
- Parents will be informed if their child has been affected by serious misbehaviour which will be recorded in writing on an incident form and will be signed by the parent.

#### Unacceptable Behaviour Includes:

- Fighting, hitting, kicking, biting, scratching, and spitting
- Persistent use of aggressive language i.e. racist, homophobic or sexist remarks
- Derogatory remarks about other children or adults
- Rudeness to staff and uncooperative behaviour
- Bullying
- Repeatedly ignoring instructions
- Inappropriate use of equipment, for example throwing.

### **Children with Special Educational Needs (SEN)**

Honeycroft understands that children with special educational needs may find some aspects of nursery life challenging. All children with special educational needs will be treated with respect, consideration and understanding.

Children with special educational needs at Honeycroft will benefit from:

- Clear boundaries and expectations about behaviour.
- Good behaviour modelling and positive behaviour strategies together with gentle encouragement and explanation.
- Awareness from staff that certain situations may be frustrating to some children, eg: children with speech and language difficulties may find communicating frustrating.
- Awareness from staff about individualised behaviour plans in place to meet the needs of specific children.
- Early collaboration between professionals and parents or carers if there are behavioural issues, including to understand any reasons for this and to work out how to best support the child and the family.
- Support from other agencies, eg: Child and Adolescent Mental Health service (CAMHS), if appropriate and with the consent of the parents or carers.

### **Staff conduct**

Staff will never use force or physical punishment towards any child at Honeycroft. If a child demonstrates behaviour that poses a danger to themselves or others, Honeycroft will use reasonable minimum handling by a suitably trained member of staff. All incidences where physical intervention is used will be recorded in writing and parents will be informed on the same day or as soon as reasonably possible.

Staff will not shout or raise their voices in a threatening way

Children will never be sent out of the room by themselves

Children will never be subjected to humiliating or frightening treatment such as a naughty chair/ corner

Staff will be clear what the rules are: eg: no running indoors and will ensure that the children are aware of them.

If we have concerns about a child's ongoing behaviour we will:

- Bring it to the attention of the manager
- Discuss our concerns as a team
- Discuss our concerns with the parents/ carers – ensuring that these concerns are discussed away from child/ren and others to keep confidentiality
- Decide what the next step should be and if necessary contact the appropriate children's service for guidance and support

### **Working with parents and carers**

#### We will:

- Share the expectations of behaviour at the centre, through informal and formal discussions with parent and carers.
- Talk to individual parents and carers about all aspects of their child's behaviour on a daily basis, as well as at regular parent/carer conferences.
- Be fair, non-judgemental and consistent when discussing children's behaviour with parents and carers.
- Provide support for parents and carers to help manage children's challenging behaviour, either internally or by engaging outside agencies.

#### We ask parents and carers to:

- Inform us of any relevant changes to their circumstances which may affect their child's behaviour e.g. new baby, moving house, bereavement, divorce, separation or hospitalisation.
- Re-enforce expectations of positive behaviour by talking to their child at home.
- Actively support staff at the Centre in implementing positive behaviour strategies.