



POLICY DOCUMENT

Policy title: **BEHAVIOUR MANAGEMENT PROCEDURE**

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Document control

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Introduction

This policy provides a structure for positive behaviour management within Barton Hill Settlement, and relates especially to the Family Centre. It provides flexibility in the responses of staff to children's behaviour, and a supportive framework for children and staff to manage behavioural issues.

Aims of the Procedure

- To provide a structure for positive behaviour management within the setting.
- To provide flexibility in the responses of staff to children's behaviour.
- To provide a supportive framework for children and staff to manage behavioural issues.
- To provide support to parents and carers regarding the management of their children's behaviour.

Information

Inappropriate behaviour refers to non-negotiable actions and may include discriminatory remarks, harm to self or others, bullying or destruction of equipment.

It is important to consider the reasons why children might present certain types of behaviour. These may include, for example, boredom, feeling unsettled or unhappy; not feeling listened to, lack of appropriate stimulating play, and medical reasons.

We regard rough and tumble play and play that has aggressive themes, such as superhero and weapon play, as normal for young children and acceptable within limits. Staff will judge if such play becomes hurtful or inconsiderate and will then deal with it by using the procedures outlined for dealing with inappropriate behaviour.

Procedure

- All interactions with children will be in ways which are appropriate for the children's ages and stages of development.
- Staff will be positive role models for behaviour.
- Play opportunities and activities will be varied and well planned so that children are engaged and interested.
- Staff will take active steps not to label children (e.g. "difficult", "naughty") and to consider the underlying reasons for behaviour.
- Staff will work as a team by discussing incidents and resolving to act collectively and consistently.
- Staff will ensure that the individual child feels valued and respected at all times.
- Staff will take positive steps to avoid a situation in which children receive attention for undesirable behaviour.
- Staff will encourage children to express their strong feelings without physical or verbal aggression.
- Staff will support children to manage behaviour themselves by helping them to find solutions to situations, and deal with their emotions appropriately.

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- Staff will praise positive behaviours and give feedback to parents.
- Staff will never use physical punishment such as smacking or shaking and children will never be threatened with these.
- Staff will only use physical restraint, such as holding, to prevent physical injury to others and/or serious damage to property.
- Staff will not shout or raise their voices in a threatening way

The Family Centre Manager will:

- Keep up to date with legislation.
- Research current behaviour management practices, where appropriate.
- Identify additional behaviour management strategies for children with additional needs.
- Access other agencies, where necessary.
- Provide support to staff around behaviour management issues.
- Ensure that they and other staff have relevant, up-to-date training, and that they record details of this.

Procedures for Dealing with Inappropriate Behaviour

In situations which require adult intervention, staff will remain calm, and consider the most appropriate response, dependent on what led up to the behaviour and also the age and level of understanding of the child.

Staff will:

- Stop hurtful or disruptive behaviour at once.
- Gather information – ask the children what happened.
- Restate the problem.
- Acknowledge children's feelings whilst explaining why their behaviour was not acceptable.
- Explain the consequences that may occur, or ask the children for solutions and choose one together. Offer ideas if children struggle with this.
- If physical or verbal aggression occurs, this will be addressed immediately.
- If physical contact is necessary, the adult will keep his/her body language calm, acknowledge feelings and explain their actions, e.g. "I need to hold you/lift you up to keep everyone safe". When the child is calm, explanations can be given as to why their behaviour was not acceptable.

Very Young Children

The strategies for dealing with children under three may differ from those for older children. When very young children show inconsiderate behaviour, such as tantrums and biting, staff will;

- Remain calm and patient.
- Offer comfort to intense emotions, and try to calm children through holding and cuddling.

Recurring Inappropriate Behaviour

Where inappropriate behaviour is ongoing, staff will:

- Try to find if there is an underlying cause.
- Liaise with parents/carers.
- Work with the child's parents/carers to develop and implement an action plan where manageable targets will be set and regularly reviewed.
- Contact other professionals, such as the SENCO team for support and information.

Procedure for Promoting Positive Behaviour

- Staff will draw up a clear and simple code of behaviour for children. This will include guidance such as; "be kind", "be careful", "be safe", "you must not hurt anybody".
- Give attention for positive behaviour when the child does not seek it.
- Acknowledge considerate behaviour, such as kindness and willingness to share.
- Acknowledge children's efforts as well as achievements.

Recording

Behaviour management issues will be recorded in the incident book. The record will be:

- written in a non-judgemental manner,
- confidential,
- accurate
- signed by the member of staff involved and the parent/carer.

If physical intervention has been used, an incident record must be completed in detail and the parent/carer needs to be informed on the same day. Staff will also ensure that the record covers any observed triggers; others involved; witnesses; type of physical intervention used; for how long and to what force. Any injuries to children or staff as a result of physical intervention will also be recorded in the accident book.