

## **Behaviour Management Policy**

Orchard Saturday Club is an inclusive setting and works to support and promote the holistic development of all of our children and young people. Due to the complex and diverse needs of our children and young people, it is important to have clear and reasonable expectations regarding behaviour. The purpose of this policy is to provide guidelines and procedures for the management of unacceptable behaviour. Orchard Saturday Club approaches the support of unacceptable behaviour from a positive, respectful and understanding ethos.

At Orchard Saturday Club we aim to:

- To support the holistic development of our children and young people by promoting positive behaviours.
- To develop and maintain an environment where positive behaviour is celebrated and undesirable behaviours are understood and then challenged.
- To encourage and support the skills our children and young people need to be able to manage their own behaviour.
- To develop a framework that creates an atmosphere of mutual respect and positive relationships and to challenge barriers to this occurring.
- To recognise that effective behaviour management requires commitment to demonstrating good practice and positive role modelling.
- To develop a fair and consistent approach whilst taking into account the individual needs of all of our children and young people.
- To develop an open culture that allows everyone to feel able to appropriately challenge or question colleagues using a 'critical friend approach' if it is felt that behaviour is not being supported in line with our policy or ethos.
- Provide our staff with the strategies and skills needed to promote positive behaviour, this will include inhouse or external training as appropriate.

Orchard Saturday Club realises that there are many factors to consider when promoting positive behaviour these include:

- everyday strategies and our approach,
- clear and full communication,
- record keeping, debriefing and monitoring,
- safeguarding,
- sanctions,
- health and safety ,
- tackling bullying.

### **Everyday Strategies**

All staff shall model positive behaviour at all times as this will allow children and young people to observe behavioural expectations.

Ensuring equal opportunities through fair access is vital in ensuring that all children and young people, regardless of their additional needs, will have access to the same range of diverse opportunities. Activities need to be carefully planned and considered to ensure inclusivity, and that play workers are supported in being able to provide effective differentiation.

It is possible that a child or young person may need time away from the group or a planned activity due to a medical need or a sensory processing need, this will be considered on a need by need basis.

Orchard Saturday Club believes that unwanted or negative behaviours are decreased if the child or young person is engaged. Staff need to approach all children and young people from a positive position. Praise need to be intrinsic in all activities and interactions with our children and young people.

Our biggest asset in supporting and promoting positive behaviour is our staff team. Management need to work carefully to ensure that support staff are effectively deployed to ensure that management strategies are followed.

Children and young people respond to different adults and personality styles differently and staff need to be mindful of this, staff should work in a way in which is supportive of each other.

### **Communication.**

Many of our children and young people have complex and profound additional needs, for many this places a huge barrier on their ability to communicate effectively. In order to support this need and reduce behaviours that occur due to frustration and misunderstanding or miscommunication Orchard Saturday Club recognises the importance of a total communication approach.

At Orchard Saturday Club we use a total communication approach; this means we may use tools, including objects of reference, PECS, photographs, symbols and Makaton to support expressive and receptive communication. Staff are supported to develop their understanding of these strategies through training and modelling. Orchard Saturday Club also recognises the importance of preparing children and young people, particularly for new experiences or a change of activity. Many of our children and young people can find times of transition stressful therefore, to support this, staff need to be mindful about the language they use and the time children and young people need to process information. Staff need to consider their use of word level when supporting different children and young people particularly during times of heightened anxiety.

### **Record keeping, debriefing and monitoring**

Children and young people with have a behaviour support plan in place if they need 'positive handling' or additional support outside of our usual approach to manage their behaviour in a way that promotes the safety of the child/ young person, staff and members of the public. These plans need to be known and followed by all staff. Management are responsible for ensuring that plans are reviewed as necessary.

These plans will be shared with parents/ carers and other professionals. Ideally plans will be reflective of the approach used at home/ school and other settings if appropriate and beneficial to the child/ young person. It is important to consider that many of our children and young people demonstrate contextualised behaviours and this must be considered when behaviour support plans are written. In the event that external advice is needed parental consent will be sought to liaise with other agencies, such as the learning disability team.

At Orchard Saturday Club our behaviour plans aim to identify possible triggers of behaviour and which behaviours we are targeting. The behavioural support plan then follows a three step approach, focusing on how to manage behaviour at each level. In all situations, the emphasis is on de-escalation and re-direction. At all times our goal is for a positive resolution whilst maintaining a positive and mutually respectful relationship.

Recording of a behavioural incident needs to be completed on Orchard Saturday Club documentation. The completion of this form needs to occur as soon as possible and given to management. Incident forms need to be completed when a physical intervention has been

necessary, when somebody has been hurt or when property has been seriously damaged. It is possible that other incidents may need to be recorded and this should be discussed with management. At Orchard Saturday Club we also recognise that the management of behaviour can link with child protection issues this means that an incident report may need to be completed whenever behaviour appears outside the norm for that particular individual and gives cause for concern. Management are responsible for the safeguarding and staff must report any concerns as soon as possible.

All serious incidents involving injury to staff or pupils will be reported to the committee. Parents will need to be contacted following any incident where an incident report form has been completed. If an incident report form has been completed, staff will need to complete a behaviour management plan, if one does not already exist.

Following a serious incident, staff may need some time away from the child or young person or time away from the group. This will be accommodated providing it does not place children or young people at risk. There is a debrief at the end of every session which is an opportunity to review plans and talk about what we might do differently next time. Children and young people will be encouraged to reflect on an incident if it is appropriate with the aim of promoting an understanding of what has happened and what they could do differently next time.

### **Positive handling.**

Some staff will receive Team teach training. This provides guidelines in the management of difficult situations where it may be unavoidable or absolutely necessary to use a physical intervention. At Orchard Saturday Club physical intervention is always seen as a last possible resort. In the event that physical intervention is used it will be used sensitively and appropriately. Wherever possible, Team Teach physical interventions will be identified on the behaviour plan, and on incident report forms. It is important that staff record accurately what interventions were used.

Although we complete extensive risk assessments and work in proactive and preventative manner it is possible for accidents or incidence to happen. Staff have a duty of care 'in loco parentis' This applies to all children and young people for whom they are responsible at any one time. Therefore in the event of an emergency, such as a child running into a busy road it is possible that a staff member may need to react using appropriate and reasonable force in order to safeguard the child or young person.

### **Sanctions.**

Orchard Saturday club recognises that there may be occasions where sanctions need to be introduced. Orchard Saturday Club is committed to ensuring that if sanctions are used that they do not violate the rights of the child or young person.

It is vital that a warning, which the individual understands, is given prior to a relevant and brief sanction being used. In the event that sanctions are relevant for a particular child or young person and they are used more regularly. These sanctions need to be clearly agreed on their behaviour plan.

### **Prohibited Sanctions.**

The following is not exhaustive and will be discussed during ongoing debriefings and training sessions.

- Any form of corporal punishment including rough handling.
- Any deprivation of food or drink to which the child is regularly entitled.
- Any deprivation of an activity unrelated to the situation in which the behaviour occurs unless the child has complete understanding and memory.

- Verbal abuse and shouting (unless to inhibit dangerous behaviour from a distance).
- Use of physiotherapy aids; which restrict the pupils normal liberty, for longer than recommended. If restrictive chairs are used for mobility issues then child/ young person must only be in the chair when needing support with their mobility.
- Children who require physiotherapy aids as part of their programme or who may require some intervention to prevent self injury are not included on this list this includes children and young people who may head bang or bite themselves.
- Enforced removal of clothes if the child is unwilling to co-operate.
- Public humiliation of the child or young person.
- The group being deprived of an activity as punishment as a result of the behaviour of one or more of the children or young people.

### **Health and safety.**

Behaviour management plans are written with the aim of ensuring that difficult behaviours can be safely managed. Incidents where physical interventions are necessary should be managed wherever possible by two Team Teach trained staff. In the event that this isn't possible a Team Teach member of staff can lead another competent and experienced staff member.

Any injuries, however small, to staff or pupils, will need to be recorded in the accident book.

### **Anti-bullying.**

Orchard Saturday Club recognises its duty of care and responsibility to safeguard all participants from harm as such Orchard Saturday club aims to promote and implement a zero tolerance approach to bullying. Orchard Saturday club expects all members of its club to work to ensure that bullying is not accepted or condoned.

All forms of bullying will be addressed and all staff are required to report incidents of bullying to management. Orchard Saturday club will use a sensitive but prompt and collective approach to deal with it allegations of bullying. Bullying can include the following behaviours or actions:

- physical pushing, kicking, hitting, pinching etc.
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sectarianism
- bullying can include online as well as offline behaviour.

Management must ensure that behaviour training includes discussions on the subject of bullying this awareness aims to enable us to be committed to the early identification of bullying. Management need to work with staff to ensure that every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available. Management are required to take action to investigate and respond to any alleged incidents of bullying. Our staff must encourage children and young people to play an active part in developing and adopting a code of conduct to address bullying. Children and young people will be supported to respect the feelings and views of

others and to recognise that everyone is important and that our differences make each of us special and should be valued. Everybody involved with Orchard Saturday Club has a responsibility to work together to