

BEHAVIOUR MANAGEMENT POLICY

LITTLE WILLOWS PRE-SCHOOL

Initial Publication Date: March 2019
Initial Review Date: September 2020
Next Review Date: February 2022

Little Willows Pre-School is committed to providing a fair and open admission system that offers a competitively priced and good value service.

Admissions

Children are eligible to attend the pre-school between the ages of 2 years and 4 years. When a parent/carer contacts the pre-school enquiring about a place for their child, they will be given all the relevant information they require, and informed of whether there is currently a suitable place available for their child.

If a suitable place is available the parent/carer and, where possible, the child will be invited to visit the pre-school. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Acceptance of an Offer Form to confirm their child's place, together with the Registration Form.

Parents/carers will then be forwarded an Induction Pack. They will also be required to complete and sign the Consent to Emergency Medical Treatment and Photography & Images of Children forms.

Waiting List

To ensure that admissions to the pre-school are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, the pre-school's waiting list procedure will be explained and then activated on the parent/carer's behalf.

Parents/carers will be encouraged to submit their request for a place for their child to the pre-school in writing. The details of this request will be placed on the waiting list, in the order that they are submitted.

The waiting list will be kept and used on a 'first come first served' basis. The pre-school will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the pre-school.

When a vacancy at the pre-school becomes available, the Manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.

Our pre-school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment. The attitude and behaviour of all those who work or have contact with children in the pre-school will be characterised by warmth, respect and encouragement towards each child and their parents/carers.

The aims of our Behaviour Management policy are to:

- Help children develop a sense of caring and respect for one another.
- Encourage co-operative relationships with other children and adults and to also encourage respect for each other.
- Encourage the development of social skills and help children learn what constitutes acceptable behaviour.
- Help children develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Staff encourage good behaviour consistently and positively, pre-school limits for children and supporting other team members by:

- Reinforcing 'good behaviour' by noticing and praising it
- Promoting positive behaviour in all children
- Challenging any unacceptable behaviour
- Use distraction techniques to defuse a potentially explosive situation between children to ensure their safety
- If necessary, discussing a child's behaviour with their parent/carer to ascertain if there any underlying issues we may have missed

Behaviour Management Strategies

The pre-school, the manager and the staff team will manage behaviour according to clear, consistent and positive strategies. Parents/carers are encouraged to contribute to these strategies, raising any concerns or suggestions.

Behaviour management in the pre-school will be structured around the following principles:

The Manager:

- Acts to ensure the safety and welfare of the children in the pre-school
- Allocates a member of staff to be with any child whose behaviour is giving cause for concern
- Discusses with parent of the child whose behaviour is giving cause for concern and offers support to agree an action plan

- Staff and children will work together to establish a clear set of 'ground rules' governing all behaviour in the pre-school. These will be periodically reviewed so that new children have a say in how the rules of the pre-school operate.
- The pre-school's 'ground rules' will apply equally to all children and staff.
- Positive behaviour will be reinforced with praise and encouragement.
- Staff will make every effort to set a positive example to children by behaving in a friendly and tolerant manner themselves, promoting an atmosphere where children and adults respect and value one another.
- Staff are strictly forbidden to administer physical punishment of any sort, such as smacking, slapping, dragging or shaking a child.
- Depriving a child of refreshment or forcing a child to consume refreshment, teasing, humiliating, scape-goating, frightening or isolating is also strictly forbidden.
- We have a policy of no shouting and of treating each child with fairness and respect.
- Staff will facilitate regular and open discussions with children about their behaviour. This will help them to understand the negative aspects of their behaviour as well as enable them to have their say and be helped to think through the causes and effects of their actions.
- Staff will work as a team by discussing incidents and resolving to act collectively and consistently.
- Children who experience bullying, racism or other unacceptable behaviour will be supported to speak out.
- Activities will be varied, well planned and structured, so that children are not easily bored or distracted.
- Adults within the pre-school are also expected to treat children and each other with respect, and follow the behaviour policy.
- If a staff member commits any act of violence, abuse or any of the above on a child they will be dismissed.

Dealing with Inappropriate Behaviour

Inappropriate behaviour will be challenged in a calm but assertive manner. In the first instance, staff will try to re-direct children's energies by offering them alternative and positive options. Staff will be open in stating and explaining non-negotiable issues.

Staff will encourage and facilitate mediation between children to try to resolve conflicts by

discussion and negotiation.

When confronted with inappropriate behaviour, staff will be clear to distinguish between 'disengaged', 'disruptive' and 'unacceptable' behaviour. Staff will always communicate in a clear, calm and positive manner.

'Disengaged' behaviour may indicate that a child is bored, unsettled or unhappy. With sensitive interventions, staff will often be able to re-engage a child in purposeful activity.

'Disruptive' behaviour describes a child whose behaviour prevents other children from enjoying themselves. Staff will collectively discuss incidents and agree on the best way to deal with them.

'Unacceptable' behaviour refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction of equipment. Staff will be clear that consequences will follow from such behaviour.

When an incidence of inappropriate behaviour occurs, staff will listen to the child or children concerned and hear their reasons for their actions. Staff will then explain to the child or children what was inappropriate about their behaviour and that such actions have consequences for both themselves and for other people.

Staff will make every attempt to ensure that children understand what is being said to them. Children will always be given the opportunity to make amends for their behaviour and, unless it is judged inappropriate, be able to re-join the activity.

The Use of Physical Interventions

The safety of other children must not be put at risk. Therefore, staff will use physical interventions only as a last resort and only then if they have reasonable grounds for believing that immediate action is necessary to prevent a child from significantly injuring themselves or others, or to prevent serious damage to property.

Before reaching this stage, staff will have used all possible non-physical actions, such as dialogue and diversion, to deal with the behaviour. The child or children concerned will be warned verbally that physical intervention will be used if they do not stop.

A dialogue will be maintained with the child or children at all times, so that the member of staff can explain what they are doing and why they are doing it. Staff will make every effort to avoid the use of physical interventions if they are alone with the child or children.

Only the minimum force necessary to prevent injury or damage should be applied. For example, intervening by diverting a child or children by leading them away by a hand or by an arm around their shoulders.

Staff will use physical intervention as an act of care and control and never punishment. Physical interventions will not be used purely to force a child to do what they have been told or when there is no immediate risk to people or property.

As soon as it is safe, the physical intervention should be gradually relaxed to allow the child or children to regain self-control.

If a staff member commits any act of violence or abuse towards a child at the pre-school, serious disciplinary action will be implemented, according to the provisions of the Staff Disciplinary & Grievance Procedures Policy.