



Behaviour Management Procedure:

Children benefit most where adults adopt a consistent and positive approach to the management of their behaviour. By establishing clear boundaries according to the child's level of understanding, children become aware of the settings routines and procedures and know what is expected of them.

We are responsible for managing children's behaviour in appropriate ways. We make sure that we take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is regular contact with a child or by any person living, working in the premises where care is provided.

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

Objectives

- To create an environment that encourages and reinforces good behaviour and where children feel safe and secure.
- To define acceptable standards of behaviour at age appropriate levels.
- To encourage consistency of response to both positive and negative behaviour.
- To promote all children's self esteem through an atmosphere of mutual respect and encouragement.
- To ensure that the nursery's expectations and strategies are widely known and understood.
- To encourage the involvement of both parents and practitioners in the implementation of this policy.
- To provide information and support to families experiencing behavioural issues.

Methods

We have a named person who has overall responsibility for issues concerning behaviour. This person is the manager. We require the named person to:

- Keep up-to-date with legislation and research and thinking on handling children's behaviour;



- Access relevant sources of expertise on handling children's behaviour;
 - Support changes to policies and procedures relating to behaviour management in the nursery; and
 - Check that all staff have relevant in-service training on handling children's behaviour.
- We familiarise new staff and volunteers with the nursery's behaviour policy and its rules for behaviour.
 - The team at Ducklings Childcare Ltd will regularly assess their methods and approach to children's behaviour through staff meetings and appraisals.
 - We expect all members of the nursery - children, parents, staff, volunteers and students - to keep to the rules, requiring these to be applied consistently.
 - 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 recognise that codes for interacting with other people vary between cultures and require staff to be aware of, and respect those used by members of the nursery.
 - We are clear and consistent, giving children the security of knowing what to expect and how to build positive habits of behaviour.
 - We provide purposeful learning opportunities for all children relevant to their developmental level.
 - We praise and endorse desirable behaviour such as kindness and willingness to share.
 - We help the children to learn positive ways of handling inappropriate behaviour in their peers.
 - Where two children have conflict, a problem solving approach is used to help assist and resolve the issue, thus promoting children's confidence, independence and problem solving skills.



- 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 take action to address any discriminatory/derogatory language that is used and explain why it is inappropriate.
- Children are given one to one adult support to identify the behaviour that was unwanted and to make it more acceptable. Practitioners will never use time out to punish children.
- We avoid creating situations in which children receive adult attention only in return for undesirable behaviour.
- We never send children out of the room by themselves.
- We never use physical punishment, such as smacking or shaking. Children are never threatened with these.
- We do not use techniques intended to single out and humiliate individual children.
- We do not shout or raise our voices in a threatening way to respond to children's behaviour.
- In cases of serious misbehaviour, such as racial, prejudiced-based bullying, or other abuse, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame. In these instances it may be necessary to consider whether there are any underlying issues that need to be addressed and whether the issue should be referred to the Designated Safeguarding Co-ordinator – see the Peer Abuse section within Child Protection (Safeguarding) Policy.

Strategies used when a child is behaving inappropriately

It is fundamental to the policy that all staff make it very clear to the child that it is the behaviour the child is exhibiting that is unacceptable and not the child themselves. All children have a right to be respected by all adults.

Staff should always remember to kneel or sit at a child's level and not tower above them when addressing them. It is important that all staff are aware of their body language – it should not appear in anyway threatening to a child e.g. fixed glass or stares, shaking finger in front of a child's face, hands on hips etc. Staff will remain calm and relaxed.



When a child is displaying unwanted behaviour staff should carry out the following procedure:

- Validate the child's feelings by matching their tone and pitch of voice;
- Calm and soothe the child;
- Calmly discuss with and explain to the child why they cannot behave in the way they have or why they need to follow an instruction given to them. If appropriate ask the child to apologise for their behaviour. The word 'naughty' must not be used.
- If the child repeats the unwanted behaviour, repeat the procedure again.

If the child's behaviour involves the use of inappropriate language follow the steps above. When managing children's behaviour staff need to be aware of and respect the individual needs of the child and family. Maintaining a consistent approach will help avoid the confusion of mixed messages being conveyed. It is also important to give children clear and simple explanations when managing behavioural difficulties.

Staff should always be aware of the safety aspects when handling children's behaviour. There may be occasions when a child needs to be removed from a situation; however they must not be placed too far away from an adult and should never be left out of sight.

Staff may use such physical restraint as is reasonable in all the circumstances to prevent a child from doing, or continuing to do, any of the following:

- Injuring or harming themselves or others;
- Causing damage to property (including the child's own property);
- Engaging in any behaviour relating to maintaining good order and routine within the nursery.

Before intervening physically, staff members will continue attempting to communicate with the child throughout the incident, and should make it clear that physical contact or restraint will stop as soon as it ceases to be necessary.

A calm and measured approach to a situation is needed and staff should never give the impression that they have lost their temper, or are acting out of anger or frustration, or to punish the child.

Physical intervention can take several forms. It might involve staff:



- Physically interposing between children;
- Blocking a child's path;
- Holding;
- Only in extreme circumstances, using more restrictive holds.

In exceptional circumstances, where there is an immediate risk of injury, a member of staff may need to take any necessary action that is consistent with the concept of 'reasonable force', for example to prevent a young child running off a pavement onto a busy road, or to prevent a child hitting someone, or throwing something. In other circumstances staff should not act in a way that might reasonably be expected to cause injury, for example by lifting a child by one or more limbs.

All staff need to develop strategies and techniques for dealing with situations that they should use to defuse and calm a situation. Any member of staff who acts outside its guidance may be subject to action under Ducklings Childcare Ltd's disciplinary policies which can lead to dismissal on the ground of gross misconduct. Anyone dismissed in these circumstances may be barred from working with children in any other establishment or setting.

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;
- 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 who bully;
- When children bully, we discuss what has happened with their parents/carers and work out with them a plan for handling the child's behaviour;



- 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.

Encouraging children to feel positive about themselves and others

Practitioners working with the children at the nursery have an important responsibility to model high standards of behaviour, both in their dealings with the children, their families and with each other, as their example has an important influence on the children. As practitioners we should aim to:

- Create a positive environment with realistic expectations which are age appropriate;
- Emphasise the importance of being valued as an individual within the group;
- Promote honesty and courtesy;
- Provide a caring and effective learning environment;
- Encourage relationships based on kindness, respect and understanding of the needs of others;
- Ensure fair treatment for all regardless of age, gender, race, ability and disability;
- Show appreciation of the efforts and contribution of all;
- Recognise the efforts made by children and reward positive behaviour and achievements.

Reporting and Recording Incidents

In order to monitor the effectiveness of our behaviour management policy all incidents are recorded using an incident form. Parents are asked to sign the form which is relevant to their child to ensure they are aware of the situation before leaving the nursery. The forms are then handed to the relevant Key Person and monitored on a regular basis to ensure we are meeting our objectives.

Where physical intervention was taken for the purposes of averting immediate danger of personal injury to any person, including the child, or to manage a child's behaviour if absolutely necessary, Ducklings Childcare Ltd will keep a record of any occasion where physical intervention was used and inform parents and/or carers on the same day, or as soon as reasonably practicable.

Parents/Carers as Partners



We work in partnership with children's parents/carers. Parents are regularly informed about their children's behaviour by their key person. 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.

Parents and families will be encouraged to:

- Communicate with staff regularly, and share concerns about their child's behaviour;
- Respect our behaviour management policy;
- Work in partnership with and support nursery staff to promote positive behaviour;
- Be respectful to all children, families, staff and visitors and raise issues or concerns in an appropriate manner.

From time to time it may be necessary to arrange a meeting with a parent/carer to discuss their child's behaviour.

A meeting will be arranged to try and identify any significant change in the child's life which may be a factor in the change in behaviour. A discussion about how the child behaves in other settings i.e. at home, at the shops will take place and strategies used by the parents to support their child's behaviour.

If the parent/carer also feels challenged by the child's behaviour then support will be offered in a way which is sensitive yet effective. A plan will be developed to support the child both at home and in nursery and a review date will be arranged where the child's progress will be reviewed and the plan amended as necessary.

Risk Assessment

Ducklings Childcare Ltd assess the need to make individual risk assessments where it is known that force is more likely to be necessary to restrain a particular child, such as a child with SEN and / or disability, i.e. communication impairments, physical disability, conditions which make them fragile and dependent on equipment.