



# Nottingham Nursery School & Training Centre

## Behaviour Management Policy

March 2017

### **This policy includes Behaviour Management, Suspensions and Exclusions and Restraining**

Our School recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment. The aims of our Behaviour Management Policy are to help children to:

- Develop a sense of caring and respect for one another
- Build caring and co-operative relationships with other children and adults
- Develop a range of social skills and help them learn what constitutes acceptable behaviour
- Develop confidence, self discipline and self esteem in an atmosphere of mutual respect and encouragement

The Head 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 School will be structured around the following principles:

- Children have the right to play and learn in a safe, friendly and supportive environment
- Staff have the right to work in a safe, friendly and enabling school which is supported by the local community
- Parents have the right to feel welcome and to know their child is playing and learning in a safe and friendly school
- Positive behaviour will be reinforced with praise and encouragement.
- Negative 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.
- When dealing with negative behaviour, staff will always communicate in a clear, calm and positive manner.
- 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 will facilitate regular and open discussions with children about their behaviour. This will help them to understand the negative aspects of their behaviour and 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 acting collectively and consistently.
- Staff will try to discuss concerns with parents/carers at the earliest possible opportunity in an attempt to help identify the causes of negative behaviour and share strategies for dealing with it.
- Children who experience bullying, racism or other unacceptable behaviour will be given the confidence to speak out
- Staff will encourage and facilitate mediation between children to try to resolve conflicts by discussion and negotiation.
- Activities will be varied, well planned and structured, so that children are not easily bored or distracted.

When confronted with negative behaviour, staff will be clear to distinguish between 'disengaged', 'disruptive' and 'unacceptable' behaviour.

'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 explain to the child the effect their actions are having on others, in language appropriate to their age, and warn of further consequences if behaviour is repeated. Staff will discuss the behaviour with the child and a 'time out' system employed. The child will sit on their own (but observed by the member of staff who has dealt with them), with a sand timer for 3 minutes. Staff will then talk to the child about their behaviour and record the incident – date, time, type of behaviour.

'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, including in the first instance, temporarily removing a child from the activity session.

When an incidence of negative 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 negative 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 rejoin the activity.

In the event that unacceptable behaviour persists, more serious actions may have to be taken, in accordance with the Suspensions and Exclusions Policy. At all times, children will

have explained to them the potential consequences of their actions. Parents will only be contacted by the Head or Deputy in cases of severe behaviour difficulties.

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, especially if they are alone with the child or children. All staff are trained in de-escalation and positive handling and will only 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 and when there is no immediate risk to people or property.

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

If staff are not confident about their ability to contain a particular situation or type of behaviour, additional staff support will be asked to support or intervene.

Where a member of staff has had to intervene physically to restrain a child, the Head will be notified and the incident recorded. The incident will be discussed with the parent/carer at the earliest possible opportunity.

Certain children may have personal handling policies and these will be shared with staff and parents.

If a staff member commits any act of violence or abuse towards a child at the School, they will be suspended and disciplinary action will be implemented, according to the provisions of the Staff Disciplinary Procedures Policy.

## **Suspensions and Exclusions**

Our School is committed to dealing with negative behaviour in a non-confrontational and constructive manner. Wherever possible, disruptive or challenging behaviour will be tackled collectively between staff and children in the School. Such procedures are outlined in the Behaviour Management Policy.

However, there are occasions when such strategies alone will not alter or prevent negative behaviour. In such cases, further action will be necessary, including reviewing a child's place at the School, on either a temporary or permanent basis.

Persistent unacceptable behaviour from a child will result in them receiving a formal warning from staff about their actions. Staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents. Children will be encouraged to discuss their behaviour, to explain their actions, and helped to develop strategies to avoiding repeat incidents.

Details of all warnings, suspensions and exclusions will be recorded and kept on the School's records. Each warning should be discussed with the child concerned and their parent/carer. All staff will be made aware of any warnings given to a child. As a last resort, the Head has the right to temporarily suspend or permanently exclude a child in the event of persistent and irresolvable unacceptable behaviour.

Only in the event of an extremely serious or dangerous incident will a child be suspended from the School with immediate effect. In such circumstances, the child's parent/carer will be contacted immediately and asked to collect their child. After an immediate suspension has taken place, the Head will arrange a meeting with the parents/carers to discuss the incident and decide if it will be possible for them to return to the School.

Suspensions and exclusions should be seen as consistent, fair and proportionate to the behaviour concerned. In setting such a sanction, consideration should be given to the child's age and maturity. Any other relevant information about the child and their situation should also be considered.

Children will only be suspended or excluded as a last resort, when there is no alternative action that could be taken, or when it is felt that other children and/or staff are potentially at risk. Wherever possible, the School will give parents/carers time to make alternative arrangements for childcare during a period of suspension.

Exclusions will always be in line with guidance from the Local authority and with Governors approval.

Staff should always keep parents/carers informed about behaviour management issues relating to their child and attempt to work with them to tackle the causes of disruptive or unacceptable behaviour prior to suspension or exclusion.

When a suspension is over and before a child is allowed to return to the School, there will be a discussion between staff, the child and their parent/carer, setting out the conditions of their return.

## Restraining

The school will ensure all staff working with children know that:

- Physical restraint must always be used as a last possible option.
- There are no safe methods of restraint - all carry some risk.
- There is a difference between holding and restraint.
- They will need to use their judgement and have a concept of what is "reasonable".
- Restraint is **never** to be used to force compliance with an instruction.

We agree that staff can, if they feel it is appropriate, restrain a child using reasonable force if:

- the child is at risk of harming herself/himself
- there is a potential or actual risk of harm to others
- it is to avert immediate danger of personal injury or property

A written report of any restraint must be given to the Head as soon after the event as possible.

**Staff are advised to send for assistance if restraint is required.**

All classroom based staff will be trained by the local authority in de-escalation techniques and physical intervention, and will renew annually.

**NB STAFF MAY RISK PERSONAL INJURY BY RUNNING AFTER OR RESTRAINING CHILDREN**

## 9 things to make behaviour management more successful

1. Be specific about the behaviour – “naughty” tells us nothing, “biting” does
2. Be accurate - record the behaviour to plan for improvement with individuals when history is considered and collating evidence for parents and additional support requests
3. Be a talker – discuss and explain your expectations
4. Be consistent – the same for every child
5. Be positive – catch the child being good
6. Be a reward giver – spot the behaviour you want
7. Be a thinker – why isn't it working?
8. Be realistic – Rome wasn't built in a day
9. Be prepared – it doesn't work the same every day

This policy will be reviewed every 3 years.