

## Behaviour Management policy

Knutz Out of School Club uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the Club. Working in partnership with parents, and liaising with class teachers and other school staff, we aim to manage behaviour using clear, consistent and positive strategies. The Club rules are clearly displayed at every session and are discussed regularly. By establishing these clear boundaries, according to the child's level of understanding, children become familiar with what is expected of them.

Whilst at Knutz Out of School Club we expect children will:

- Make good choices and follow our club rules
- Listen to Club staff, be polite to them and follow their instructions
- Be kind and fair to each other, accepting we are all different and unique
- Take care with our toys and equipment and tidy up after themselves
- Choose and participate in a variety of activities
- Ask for help if they need it

### Encouraging positive behaviour

At Knutz Out of School Club positive behaviour is encouraged by:

- Staff acting as positive role models
- Enabling children to develop their independence and develop self-discipline
- Praising appropriate behaviour
- Informing parents about individual achievements
- Offering a variety of options for play to meet the needs of the children attending.

It is likely that as children develop and learn, there will be times when they need support and guidance to understand that their behaviour is not acceptable. Staff will try to determine the cause or triggers of the unacceptable behaviour to prevent the situation from recurring.

### Dealing with unacceptable behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, staff will let the child know they have noticed their behaviour.
- Staff will describe why they consider the child's behaviour is unacceptable, by linking this to Club rules.
- Staff will calmly and firmly tell the child what they need to do next.
- When the child complies, staff will recognise and praise this.
- When the child has modified their behaviour and calmed down, staff will give the child the opportunity to explain their behaviour and to give their point of view so children know staff listen to them.
- Staff will encourage and support children to try to resolve their own disputes and conflicts through discussion and negotiation.
- Managers will communicate with parents to identify clear behaviour management strategies for dealing with persistent unacceptable behaviour.
- Managers may speak with a child's class teacher, teaching assistant, or other school staff to identify strategies the school is using with the child that may be adapted to the club environment for consistency.

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If after discussion with parents and the implementation of behaviour management strategies, a child continues to display unacceptable behaviour we will implement the following course of action.

- Give the child a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents.
- Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future.
- Details of formal warnings will be recorded on an incident record and kept in the Incident Log.
- The formal warning will be discussed with the child's parent/carer.
- All staff will be informed when a child is given a formal warning.

Managers may consider excluding a child from club if they consider that behaviour management strategies and formal warning are not having the desired effect or if it is felt that children or staff are at risk. The individual circumstances of each case would be considered when deciding whether the exclusion will be immediate or if it would be possible to allow an agreed time for alternative arrangements to be made.

### **Physical intervention**

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of staff has to physically restrain a child, the manager will be notified and an incident record will be completed. The incident will be discussed with the parent or carer as soon as possible.

If staff are not confident about their ability to contain a situation, they should seek the support of a colleague or the manager or, in extreme cases, call the police.

All serious incidents will be recorded on an incident record and kept in the Incident Log. This may be used to reveal a pattern of behaviour, which may indicate an underlying cause. If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our Safeguarding policy.

### **Corporal punishment**

Corporal punishment or the threat of corporal punishment will never be used at the Club.

*Related policy: Suspensions and Exclusions; Fees and Payments*

**Knutz Out of School Club**

Signed: Lesley Berry  
Owner/Manager

Policy updated on: 24 May 2022

Next review date: July 2023

