



Behaviour Management Policy

STATEMENT OF INTENT

At Orchard Day Nursery we believe that children and staff flourish best in an ordered environment in which everyone knows what is expected of them. The children will be free to develop through play without fear of being hurt or hindered by anyone else. Staff will be a positive role model at all times, encouraging children to follow their example.

We operate in an environment of praise, we notice and praise positive behaviour and where possible ignore unacceptable behaviour unless it impacts on health and safety or the wellbeing of another child.

AIMS

We aim to ensure all children are happy, settled, included and feel 'loved' and respected in their environment.

We aim for children to gain respect through interaction with caring adults who show them respect and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings.

Children need to have set boundaries of behaviour for their own safety and the safety of their peers. We aim to set these boundaries in a way which helps the child to develop a sense of the significance of their own behaviour, both on their own environment and those around them. Restrictions on the child's natural desire to explore and develop their own ideas and concepts are kept to a minimum.

We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. In the event of a child being suspected of having behavioural difficulties there is a designated behaviour management co-ordinator. *

The staff will strive to work as a team in the nursery and involve the parent(s) as necessary. This will be in the way of an informal chat to establish any changes, as this may be a contributing factor to the child's behaviour.

METHODS

In order to achieve the above, we:

- recognise the individuality of all our children
- encourage self-discipline, consideration for each other, our surroundings and property
- encourage children to participate in a wide range of group activities to enable them to develop their social skills
- work in partnership with parents and carers by communicating openly
- praise children and acknowledge their positive actions and attitudes therefore ensuring that children see that we value and respect them
- encourage all staff working with the children to accept their responsibility for implementing the goals in the policy
- promote non-violence and encourage the children to deal with conflict peacefully
- provide a key person system enabling staff to build a strong and positive relationship with children and their families
- have a named person* who has overall responsibility for issues concerning behaviour.

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The use of corporal punishment shall neither be used nor threatened to any child who is cared for by any person who cares for, is in regular contact with children or is employed by Orchard Day Nursery.

We will not threaten nor use any form of punishment which could have an adverse impact on the child's well-being.

DESIGNATED BEHAVIOUR MANAGEMENT CO-ORDINATOR*

- We have a designated person who has overall responsibility for issues concerning behaviour.
- We require the named person to:
 - keep her / himself up-to-date with legislation, research and thinking on handling children's behaviour;
 - access relevant sources of expertise on handling children's behaviour; and
 - check that all staff have relevant in-service training on handling children's behaviour.We keep a record of staff attendance at this training.

THE BEHAVIOUR MANAGEMENT COORDINATOR'S DUTIES ARE AS FOLLOWS:

- Liaise with members of staff and / or parents (if appropriate)
- Liaise with Special Educational Needs Coordinator (SEND) if appropriate
- If concerns are ongoing, oversee the completion of observations and assist others to do this
- Support all members of staff to ensure continuity
- Liaise with outside agencies
- Ensure all Tapestry uploads reflected desired behaviour both at home and nursery

DUTIES OF THE REGISTERED PERSON ARE AS FOLLOWS:

- To support the behaviour management co-ordinator
- To ensure inclusion of all children
- To ensure up to date training is delivered.

(* See appendix i)

MANAGING BEHAVIOUR

Nursery rules are concerned with safety and care and respect for each other. Children who behave inappropriately by physically abusing another child or adult, or through verbal bullying, will be required to talk through these actions and apologise where appropriate. The child who has been upset will be comforted and the adult will confirm that the other child's behaviour is not acceptable. It is important to acknowledge when a child is feeling angry or upset and that it is the behaviour we are rejecting, not the child.

If a child presents unacceptable behaviour the following steps will be used:

- 1) An adult will become involved in their play and try distraction techniques such as offering different activities or using positive verbal direction in hope of turning the unacceptable behaviour around. The child should be offered a choice and possible outcomes to allow them to

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change their own behaviour and the member of staff should support the child in making the 'right' decision.

- 2) An adult will interact with the child praising observed 'good' behaviour.
- 3) Adults will always use a calm voice and try to talk to the child and explain that their behaviour has been unacceptable. They may use a word like "Stop" or "No" (however these terms should not be over used)
- 4) A verbal warning will be given to the child(ren) concerned explaining the next step if the unacceptable behaviour continues.
- 5) The appropriate next step will be carried out i.e. move the child to another activity.
- 6) Any incident of a child becoming hurt should be recorded in line with our accident/injury reporting policy
- 7) An adult will then praise any good behaviour seen and explain why this was good.
- 8) If the behaviour is on going please liaise with the behaviour management co-ordinator and the parents prior to an ABC chart being completed.

When children display unacceptable behaviour:

- Physical punishment, such as smacking or shaking, will be neither used nor threatened.
- Children will never be sent out of the room by themselves.
- Techniques intended to single out and humiliate individual children such as a 'naughty chair' will not be used.
- Children who misbehave will be given 'one-to-one' adult support to resolve the problem and work towards a better pattern of behaviour.
- In any case of misbehaviour, it will always be made clear to the child or children in question, that it is the behaviour and not the child that is unwelcome.
- Staff will not shout, or raise their voice in a threatening or intimidating manner.
- Staff in the Nursery will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.
- Any behaviour problems will be handled in an appropriate fashion, respecting individual children's level of understanding and maturity.
- Recurring problems will be dealt with by the whole Nursery, in partnership with the child's parents, using objective observation records to establish an understanding of the cause.
- Staff will be aware that some kinds of behaviour may arise from the child's special needs.
- 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.
- How a particular type of behaviour is handled will depend on the child's age, level of development and the circumstances surrounding the behaviour. It may involve the child being asked to talk and think about what he or she has done. It may also include the child apologising for their actions.
- Parents will be informed if their child is unkind to others or if their child has been upset. In all cases inappropriate behaviour will be dealt with in nursery at the time. Parents may be asked to meet with staff to discuss their child's behaviour, so that if there are any difficulties we can work together to ensure consistency between their home and the nursery. In some cases we may request additional advice and support from other professionals, such as an educational psychologist or child guidance counsellors

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- Children need to develop non-aggressive strategies to enable them to stand up for themselves so that adults and children listen to them. They need to be given opportunities to release their feelings more creatively
- Confidential records will be kept on any negative behaviour that has taken place. Parents/carers will be informed and asked to read and sign any entries concerning their child
- if a child requires help to develop positive behaviour, every effort will be made to provide for their needs
- Through partnership with parents/carers and formal observations, staff will make every effort to identify any behavioural concerns and the causes of that behaviour. From these observations and discussions an individual behaviour modification plan will be implemented
- Children will be distracted from the negative situation and supported in a different activity or environment, if necessary for their own well-being and that of others in the group.

PHYSICAL RESTRAINT PROCEDURE

We only use physical restraint, such as holding, to prevent physical injury to children or adults and/or serious damage to property. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the supervisor and are recorded on an Incident form. A parent is informed on the same day and signs the Incident form to indicate that he/she has been informed.

The welfare and safety of staff and children is paramount.

- Use the minimum reasonable force necessary to calm the situation.
- Assess the situation and call, or send for help from colleagues, if needed. Remember that other children should never be involved in restraint.
- As far as possible ensure other children are at a safe distance.
- Children should, wherever possible, be given a verbal warning and/or instruction before the taking of any physical action. Staff should not feel limited to one warning before action is taken. It may be appropriate to repeat warnings several times.
- The purpose of physical restraint is to prevent injury or danger. Only the minimum force necessary should be used. Staff should not attempt to physically restrain a child if they feel doubtful about their ability to safely overpower the child. e.g. the child is too strong, too violent or armed with a dangerous weapon.
- Wherever possible any action requiring physical restraint should take into consideration the safety and well being of other children who should be moved from the vicinity and that any dangers to the safety of the child are moved away e.g. chairs, sharp or glass objects or equipment.
- Methods or techniques which enforce compliance and control by the application of pain are forbidden.
- The use of pressure against the joints e.g. fingers, wrists, elbows are dangerous and will not be used. The **Local Education Authority (LEA)** recognises that it can be difficult to restrain a child without inflicting some pain and this difficulty will increase depending on the age/size of the child as well as the extent of the violence displayed.
- In holding a child, staff should avoid the breast and upper thigh areas. The shoulder, upper arms and legs just above the knee are more suitable for the application of restraint. Holding clothing can be effective in controlling a child however this should not be done in a way which will expose parts of the child's body or affect breathing or restrict blood flow.

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- Throughout the restraint process staff should tell the child precisely what they are doing and why. This should begin with the first verbal warning and carry on through any subsequent physical restraint action.
- Children should always be given the opportunity to regain self-control and staff should be sensitive and alert to the child's verbal communication and body language during restraint. Staff should remind the child continuously that physical restraint will cease the moment they become calm and in control.
- The child should not be restrained for any longer than necessary and when ready should be released in a planned and co-ordinated way. Follow-up procedures should allow for the child to regain composure after which staff should engage the child in discussion regarding the reasons and need for the restraint.

Follow up Procedures

The release of the child from physical restraint should be prepared carefully. Staff should ensure that the child has regained self-control and no longer poses a threat to self or others .

Physical restraint is a powerful and extreme method of control. The child's emotions and feelings are likely to be both confused and upset. The child should be allowed time to regain composure before staff offer a process of counselling.

Following restraint, any injuries to the child should be assessed and dealt with within the Nursery's existing procedures including seeking medical assistance where necessary.

Any injuries should be recorded on the appropriate Incident Form if deemed appropriate the parent should be contacted immediately.

Members of staff involved in a restraint action may feel that they should be medically examined.

Senior staff may also advise staff to seek medical examination when they consider this necessary.

Injuries to staff should be recorded on an accident form and if required incidents should be reported under the RIDDOR regulations.

Clear, careful recording is very important. The member of staff must provide a signed and dated report which details the behaviour of the child before, during and after the restraint. Particular care must be taken to record how the child was restrained, e.g. where held, for how long. It is important that any staff who assisted with the restraint, or who witnessed it, should also provide a written report, signed and dated. All written reports must be given to the Manager and kept confidentially and not on the member of staff's personal file. The child's parent should be shown the report. The parent's will also be required to sign the report to show they have read and understood the report.

Reviewing the situation

It is recognised that if physical restraint has possibly been used unnecessarily or if the degree of physical restraint used might have been excessive, then the manager will need to consider whether the child concerned might have been physically abused. In such cases the Local Safeguarding Children Board will be notified and relevant steps followed in accordance with our Safeguarding Children policy. The designated Safeguarding Children Coordinator should also be informed of instances of physical restraint where a child has been physically injured.

Similarly, in such circumstances, consideration will need to be given by the Manager to appropriate action within the Nursery and disciplinary procedures.

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ANTI-BULLYING

Children need their own time and space. It is not always appropriate to expect a child to share and it is important to acknowledge children's feelings and to help them understand how others might be feeling.

Children must be encouraged to recognise that bullying, fighting, hurting and discriminatory comments are not acceptable behaviour. We want children to recognise that certain actions are right and that others are wrong.

Bullying takes many forms. It can be physical, verbal or emotional, but it is always a repeated behaviour that makes other people feel uncomfortable or threatened. We take bullying very seriously. Orchard Day Nursery and After School Club does not tolerate bullying of any kind. We do everything in our power to ensure that all children attend the setting free from fear and have a strong sense of belonging and inclusion

Any form of bullying is unacceptable and will be dealt with immediately. At our nursery, staff follow the guidelines below to enable them to deal with challenging behaviour:

- staff are encouraged to ensure that all children feel safe, happy and secure
- staff are encouraged to recognise that active physical aggression in the early years is part of the child's development and that it should be channelled in a positive way
- children need to be helped to understand that using aggression to get things is inappropriate and will be encouraged to resolve problems in other ways
- our staff are encouraged to adopt a policy of intervention when they think a child is being bullied, however mild or "harmless" it may seem
- the staff are ready to initiate games and activities with children, when they feel play has become aggressive, both indoors or out
- any instance of bullying will be discussed fully with the parents of all involved, to look for a consistent resolution to the behaviour
- if any parent has a concern about their child, a member of staff will be available to discuss those concerns. It is only by co-operation that we can ensure our children feel confident and secure in their environment, both at home and in the nursery.

By positively promoting good behaviour, valuing co-operation and a caring attitude we hope to ensure that children will develop as responsible members of society.

ANTI-BULLYING PROCEDURE

Any allegations or concerns regarding the presence of bullying in the nursery or after school club will be taken very seriously and will be discussed with relevant Key Workers and the management team. Positive actions will be taken. Observations, group work and distraction will all be used to investigate and overcome any situations. If the situation is ongoing, parents will be involved in discussions if it is felt to be appropriate.

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;

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- we aim to help the child doing the bullying to understand the possible consequences of his / her behaviour;
- 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 and work out with them a plan for handling the child's behaviour; and
- 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.

LINKS WITH SUPPORT SERVICES AND OTHER AGENCIES:

Orchard Day Nursery believes that working closely with outside agencies is beneficial for both children and adults. The full consent of parents will be sought before anyone outside the setting is consulted and the parent will be encouraged to be actively involved.

Orchard Day Nursery has close links with the local schools. When it is almost time for the children to transfer to school, information about the child will be passed on. Parents are fully consulted and encouraged to contribute to this.

COMPLAINTS:

Please see our complaints procedure for parents/carers and staff regarding this matter.

Orchard Day Nursery works in accordance with the SEN Code of Practice and the Special Educational Needs and Disability act 2001. **We also work in compliance with the new code of practice (SEND) published 2014.**

(This amends the disability discrimination act 1995)

ORCHARD EXPLORERS

Orchard Explorers adopt this policy without amendment.

POLICY STATEMENT

Orchard Day Nursery undertakes to ensure that all aspects of the nursery policies and procedures are kept under review and that they operate in a non-discriminatory manner.

All nursery policies and procedures are written in accordance with the Early Years Foundation Stage (EYFS) Statutory Framework. Whilst individual policies link directly to the EYFS all policies and procedures interlink with all areas of the EYFS. The Learning and Development theme runs throughout all of our practices due to our Learning through Play ethos, **which underpins the characteristics of learning, as defined in development matters (EYFS).**

The management will ensure that any changes to this policy will be communicated to all employees.

The management will ensure that all staff, parents, carers, voluntary workers and others are fully aware of the channels through which they lodge complaints and appeals on all matters.

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We also will endeavour to ensure that all staff practices remain in line with the current best practice.

Orchard Day Nursery will ensure that all the children enjoy their visit. If a child's behaviour is causing concern, every effort will be made to understand why he/she may be acting in such a way, and to find a solution.

Original copy written:	July 2005
Date of review:	January 2016 Changes made <input checked="" type="checkbox"/> /N
Reviewed and updated by:	A. Clayton
Checked and agreed by:	D. Appleby
Date of next review:	February 2017

APPENDIX i

The designated person for Positive Behaviour Management is Miss Hannah McMullen (Pips)
The designated persons for Supporting Positive Behaviour Management are:

Mrs Becky Anderson (Big Apples)
Ms. Danni Hewitt (Explorers)