



Behaviour Policy

Rationale

At the Oldbury Court Out of School Clubs (the “OCOSC”), we provide happy, secure and inviting play settings where everyone is valued and respected. We believe that it is essential to define acceptable standards of behaviour based on the basic principles of respect, consideration, responsibility and honesty – the basis for the OCOSC ‘Golden Rules’ which are set out below.

We provide a safe and stimulating nursery environment where effective learning and development can take place, and the staff and children feel safe, secure and motivated to learn and develop new skills.

Promoting positive behaviour is an integral part of our supporting children’s positive behaviour policy. We aim to provide opportunities for the staff and children to communicate with each other about issues which promote self-esteem and positive behaviour.

Purpose

The purpose of the OCOSC Supporting Children’s Positive Behaviour Policy is to:

- Promote a safe and stimulating environment where respect, consideration, responsibility and honesty are promoted.
- Empower children and young people to make their own decisions and choices.
- Provide an environment which affords opportunities for children, young people and staff to communicate with each other about issues that promote self-esteem and encourage effective learning and development.
- Provide clear guidelines for all staff, volunteers and parents/carers to promote a consistent and positive approach and response to the management of behaviour appropriate to the child’s / young person’s level of understanding.
- Ensure that the children / young people understand what is expected of them and why.
- Ensure that all adults model positive behaviour at all times.

Team Morale and Self Esteem

At the OCOSC we recognise that all adults in the play settings are equal in their ability to affect each other positively and negatively. Each member of the OCOSC team is responsible for looking after their own mental and physical health and collectively, we are responsible for looking after each other and modelling positive behaviour for the children and young people.

The OCOSC staff will keep their own feelings under control; they will be positive in use of body language, use language the child and young people can understand, be straightforward, honest, clear and precise and consistent. They will share their own lives and experiences openly with the child and young people.

We believe that it is essential to ensure that the OCOSC staff are emotionally and physically well, and are supported to be able to respond positively, warmly and calmly to children and young people. We achieve this by:

- Effective teamwork: we look after and support our colleagues. We offer help and create an environment where staff can ask for help if they need it.
- Valuing each others strengths and respecting differences.
- Remembering we are responsible for our own mood. One mood can affect other members of staff, the children and the young people, and the whole OCOSC ethos. We believe that adults have a responsibility to model high standards of behaviour.
- Encouraging effective communication. We strive to end conversations / meetings on a positive note.
- Celebrating success and achievements.
- Having fun!

The Golden Rules

The Golden Rules are an integral part of our positive behaviour policy. The Golden Rules are an important tool in defining acceptable standards of behaviour based on the basic principles of respect, consideration, responsibility and honesty.

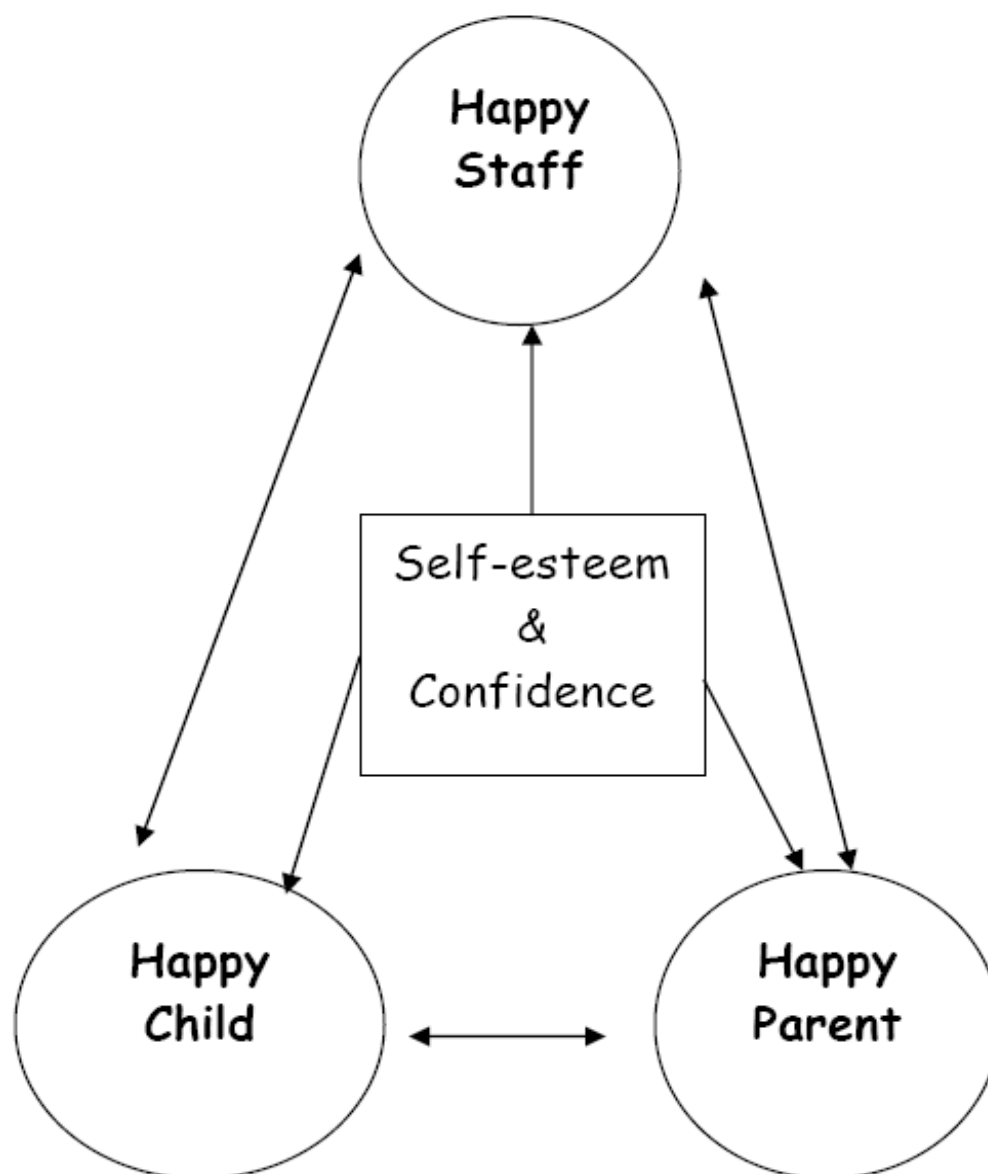
The Golden Rules

- **We are kind and gentle to one another**
- **We are helpful**
- **We take care of things**
- **We listen to other people**
- **We share and take turns**
- **We use our quiet voices**
- **We are honest**

These rules are displayed prominently throughout the OCOSC play settings.

Copies of the Golden Rules are sent home to help parents / carers understand our philosophy, encouraging them to become involved in the positive behaviour process. Safety rules, such as walking in the play settings or putting scissors away, are kept separately from the Golden Rules.

We believe that it is important for staff to reinforce the rules through the **use of positive language**, for example: "Well done for sharing - that was kind". We encourage positive statements, for example "Please remember to walk" instead of "Don't run".



Positive Management of Behaviour

Broad Guidelines

OCOSC staff will use praise and reward to recognise good behaviour and manage 'unacceptable' behaviour calmly and consistently.

We demonstrate how much we value and respect children's and young people's behaviour and work in the following ways:

- greeting everyone at the beginning of each session
- displaying open body language and positive role modelling
- using verbal praise, noticing good behaviour and offering appropriate support and encouragement
- clapping to reinforce approval
- using physical contact, for example an arm around the shoulder or offering a hand to hold, to show approval when appropriate
- sharing work, displaying it and celebrating it in group time
- keeping photographic records of activities undertaken
- liaising regularly with parents
- sharing information during the OCOSC sessions
- building a profile of each child / young person
- working with colleagues in other settings to ensure continuity and progression and support a smooth transfer to the next phase of learning

When inappropriate behaviour is displayed, OCOSC staff will convey to the child / young person that it is the behaviour and not the child / young person that is unacceptable at the OCOSC.

Behaviour Management Techniques

Rules

- Follow adult instructions - there are good reasons for our instructions
- Follow the Golden Rules.

It may be necessary to initiate a series of consequences if children / young people find it difficult to behave safely and appropriately in the OCOSC play settings:

Consequences

From time to time children and young people will have difficulty learning to deal with their emotions and feelings and this is a normal part of child development. OCOSC will acknowledge these feelings and try to find constructive solutions in liaison with parents by:

- Distracting and re-directing children / young people using activities to discourage unwanted behaviour
- Discussions with the child/children/young person/young people explaining the consequences in a supportive manner
- Short time out in a quiet neutral zone
- Discussion with the child / young person ensuring that the child / young person still feels valued even if their behaviour is unacceptable

Recurring inappropriate behaviour

When inappropriate behaviour is ongoing, and the above interventions have not been successful, or in the event that an emergency situation is reached, actions staff will consider are:

- Calling parent/carer to collect child / young person
- Behaviour management plan specific to the child / young person in liaison with the parent/child/young person and other partners as appropriate (e.g. schools) and monitored and evaluated regularly
- Contracting outside professional for support and information
- Suspension from the OCOSC schemes for a short time
- Exclusion from the OCOSC schemes

Parents will be informed if we feel that a child's / young person's behaviour is causing concern and we will discuss ways to help that child / young person to understand what is expected and ways to overcome the problem together.

Physical Intervention

It may be necessary in certain cases to use non-verbal management techniques. The OCOSC will only use physical intervention or restrain a child / young person as a last resort and only if there are reasonable grounds for believing immediate action is necessary to prevent a child / young person from significantly injuring themselves or others or serious damage to property. The OCOSC staff will always:

- Consider distraction methods first and withdraw adult(s) / children / young people to make the environment safe
- Consider the emotional impact of physical intervention on the child, young person, witnesses and staff and debrief after
- Follow the appropriate guidelines in respect of physical intervention (i.e. acting swiftly, using the minimum amount of force possible)

Recording

OCOSC staff will record details of any behaviours causing concern in the Accident and Incidents file and discuss these with the Manager / OCOSC Co-ordinator as soon as possible.

We will take the following action:

- Behaviour management issues will be recorded on an incident sheet
- The record / account of events will be written in a non judgemental manner, be kept confidential and accurate
- If physical intervention has been used, an incident sheet will be used to record the details and parent/carers will be informed on the same day. Staff will ensure all details are accurate and informative
- Any injuries obtained by children / young people or staff as a result of physical intervention will be recorded in the Accident and Incidents file

The Use of Exclusion

A decision to exclude a child / young person for a fixed period or permanently will only be taken:

- In response to serious breaches of any of the OCOSC policies; and
- once a range of alternative strategies have been tried and have failed; and
- if allowing the child / young person to remain in the play setting(s) would seriously harm the education or welfare of the child / young person or others in the OCOSC schemes

Only the OCOSC Co-ordinator in consultation with the OCOSC Directors can exclude a child / young person from the OCOSC. Exclusion will not be decided upon in the heat of the moment, unless there is an immediate risk to the safety of others in the OCOSC settings or the child / young person concerned.

Partnership - Parent/Carers

At the OCOSC we believe that children / young people prosper when parents and the OCOSC work together to encourage positive behaviour and raise self-esteem.

If a child / young person has a pattern of behaviour that causes concern then to be really successful in promoting positive behaviour the parent/carer must work in partnership with the OCOSC:

- We will contact the parent and work out a plan of support for their child's / young person's development
- We will invite parent/carers to contact the setting if they have any concerns or worries relating to their child's or young person's development in the area of personal, social and emotional development

Communication

Children / young people's expectation of behaviour will be agreed with the children / young people in a manner appropriate to their stage of development and regularly discussed with individual child / young person as appropriate. The OCOSC will provide parents / carers with:

- a copy of the Supporting Positive Behaviour Policy
- a copy of the 'Golden Rules'

The policy will be part of new staff/volunteer induction programmes and all staff will be provided with a copy of the policy.

Monitoring and Evaluation

OCOSC staff will keep this policy under review and will amend it in accordance with the feedback gained through reflection or feedback gained through ongoing monitoring and evaluation.

All staff will attend training when appropriate.

Staff responsible for behaviour management: Sheila Phillips & Amy Brewer

Reviewed by: Ebi Cole

Date: August 2025

Reviewed by:

Date:

Reviewed by:

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