



Behaviour & Conduct Guidance Policy

Policy Name:	Behaviour & Conduct Guidance Policy	Date Reviewed:	Written 23/02/2023
Written By (Name & Role):	Charlotte Berrow, Director	Next Review Date:	23/02/2024
Version:	BCGP001.0	Reasons for update:	New Policy

Revision History

Revision No	Effective Date	Notes
REV----		

Associated Policies

Policy Name	Association Type
Mission Statement	1
Fire & Cooking Protocol	1
Operational & Maintenance Protocols for Tools & Equipment	1
Incident Record	1
Safeguarding children Policy	1

Notes

An associated policy is defined as meeting one or more of the following criteria:

1. It is referred to by this policy
2. It refers to this policy
3. It covers a specific topic referred to by this policy
4. It covers a topic/procedural area that may be relevant to aspects of this policy
5. It has aspects that overlap and/or should be considered in conjunction with a topic/procedural area covered by this policy

Each criterion that this policy satisfies is shown in the table above.

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1 – Introduction & Aim

HARE CIC understands that the behaviour of all persons, children, parents/carers and staff can have an impact on others both emotionally, and in terms of physical safety. Our focus is on improving well-being; therefore, we aim to create an environment which is safe, both physically and emotionally (see **Mission Statement**). HARE CIC staff speak and behave respectfully and expect the same respect in return.

We have clear guidance to ensure that everyone is safe. We work in partnership with parents and aim to guide children's behaviour using clear, consistent and positive strategies. HARE CIC staff will always model kind, positive and safe behaviour. Guidelines will be discussed regularly at group times. Protocols for fire, tools and equipment will be discussed at the start of the activity. See **Fire & Cooking Protocol** and **Operational & Maintenance Protocols for Tools & Equipment**).

All participants, children and adults will be expected to follow the procedures for working with tools, equipment and fire. Anyone who does not follow the procedures will be asked to move to a less risky activity, and come back when they feel ready to follow the protocol.

In our group times we will create an agreement of respect together, so that everyone has an opportunity to describe how they expect to be treated and what is important to them to feel safe, respected and valued.

2 – Expectations

Whilst at HARE CIC sessions we expect children, parents/carers and staff to:

- Be kind and thoughtful to others.
- Respect one another, accepting differences of race, gender, ability, age, religion and special educational needs.
- Think about how their behaviour may affect others.
- Listen to and follow guidance from the Forest School Leader, Manager and other session staff.
- Wait until a person has finished using a tool or piece of equipment and returned it, before trying to use it.
- Comply with the procedures for fire, tools and equipment.
- Choose and participate in a variety of activities.
- Join in group/circle times and group activities.
- Ask for help if needed.

3 - Encouraging Children's Positive Behaviour

At HARE CIC positive behaviour is encouraged by:

- Staff acting as positive role models.
- Staff verbally notice appropriate behaviour and thanking children, but not praising them. Praise encourages reliance on others for self-esteem and validation. Staff will ask children about how *they* feel about their behaviour or their achievement to promote self-esteem and self-validation.
- Staff will encourage gratitude by modelling it.
- Offering a variety of free play, activities and group opportunities to meet the needs of children attending our sessions.

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not appropriate. Staff at HARE CIC will try to determine the cause or triggers of an inappropriate behaviour to prevent the situation from recurring. Staff will talk to the child about how they feel, how they think others around them feel, what happened and what could be done differently another time.

4 - Staff Conduct Regarding Children & Behaviour

HARE CIC staff will:

- Listen to children's views and opinions.
- Speak kindly to children, giving the message that they are valued regardless of their behaviour.
- Never raise their voice to shout or call commands across a space.
- Always move themselves to where the child is, crouch down (for young children) and talk quietly to avoid humiliating or shaming children in front of others.
- Remind children of the relevant guidelines.
- Explain the purpose of the guidelines to children.
- Never bribe children to behave the way adults want them to with stickers, treats or rewards.
- Never punish children with inappropriate consequences such as "time out", or threaten punishments.
- Offer choices so the child feels in control of their options and understand they have the autonomy to choose how they behave. For example, "you can choose to listen to the adult teaching you how to use the knife, or you can choose a different activity".
- Ensure that any consequences are natural, meaningful and relevant. For example, "not wearing your coat means you feel cold". "Not following the tools guidelines means you need to choose another activity until you are ready to follow the guidelines".
- Never cajole, coax or coerce children to behave in a certain way or participate in an activity.
- Blow the emergency whistle if they need to intervene immediately to prevent harm (rather than shouting across a space).

5 - Dealing with Children's Unwanted or Inappropriate Behaviour

- Challenging behaviour will be addressed in a calm, firm, positive and curious manner.
- If at any time a member of staff feels flustered or frustrated by a child's behaviour, or unsure how to proceed, they will ask another member of staff to assist or take over from them and seek support from the Manager.
- Staff will discuss with the child why the behaviour displayed is deemed inappropriate or unsafe.
- Staff will give the child an opportunity to explain what happened from their point of view.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through listening, discussion and encouraging seeing another point of view.

- If the inappropriate behaviour appears to be as a result of boredom, staff will consult with the child to find activities that more fully engage them.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

6 – Children with Special Educational Needs

Staff will work closely with parents if their child's additional needs mean it is difficult for their child to regulate their behaviour. Staff and parents will create a plan specifically for that child taking their needs and abilities into consideration, with the aim of keeping the child and others safe during the session.

7 – Abusive or Unsafe Behaviour

- Abusive behaviour towards staff, children, parents/carers or visitors will not be tolerated.
- Any participant whose behaviour consistently puts others at risk or causes distress will be asked to leave. A refund will not be given.
- Physical or corporal punishment of a child by a member of staff will be considered gross misconduct and disciplinary action will follow.

8 - Physical Intervention

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent a serious injury. For example, if a child was about to fall or be pushed into the stream or injure themselves with a tool. If a member of staff physically intervenes, 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.

9 – Dealing with a Serious Incident

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

10 - Recording Incidents

All serious incidents will be recorded on an **Incident record**. This may be used to build 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.

This policy was adopted by: HARE CIC	Date: 23/02/2023
To be reviewed: 23/02/2024	Signed: C. Berrow, Director

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Managing children's behaviour [3.53 – 3.54]*.