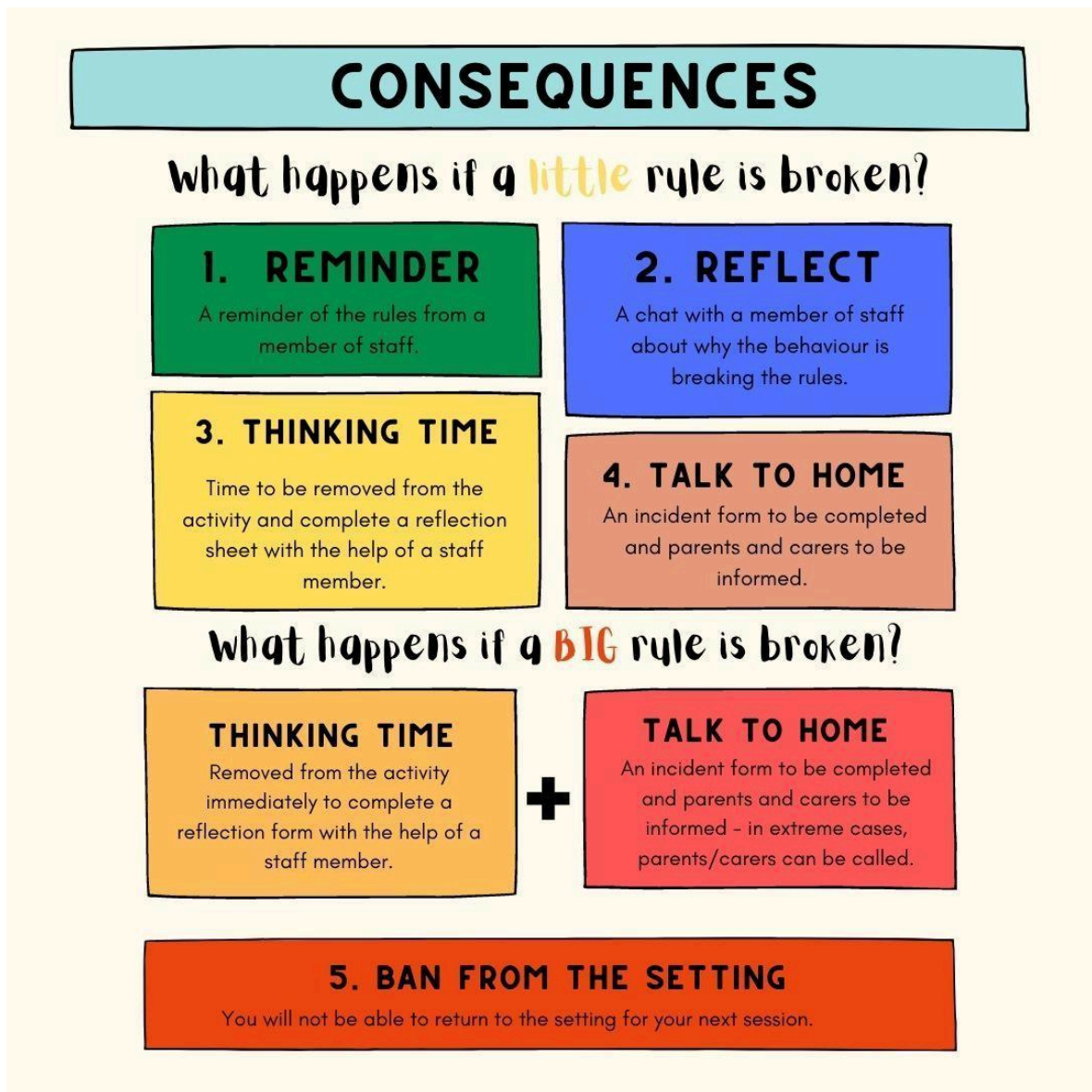


Disciplinary Procedures for Children

With the help of the children we created FACE Golden Guidelines; these are displayed within our settings as a reminder. When a new child starts after school club or we start a new holiday, we remind the children of the rules and ask them to sign a 'kids contract' to show they understand what is expected of them. Periodically throughout the year we review the guidelines and if we see fit, repeat the writing process.

The following system will be used if children consistently break the rules:



The above poster is on display to the children and they are aware of the process. From stage one, and all the way through, staff will always explain to children why their behaviour is

unacceptable and reminded of the consequences of further incidents. Children will be encouraged to discuss their behaviour, to explain their actions and be helped to develop strategies to avoid repeating incidents using reflection sheets. When these are completed they are also noted on the reflection log, allowing us to recognise any potential patterns in behaviour. *(in some of our settings, for continuity and to promote working together, schools have requested we use their reflection sheets and/or file with them centrally - where this is the case, we also keep a reflection log for our own records)/*

On occasions a child is escalated straight to thinking time, an incident form will be written, including justification for the decision. All incident forms written, will be discussed with parents/carers at pick up and kept on FACEvents records within the incident form folder as well as being noted on the accident/incident log.

Staff will be expected to make team leaders aware of incidents a child has required thinking time and incident forms written- this information will be shared among all staff members when required in order to keep track of that child's behaviour and to ensure continuity of practice.

Stage 5: Ban from the setting, will only be used as a last resort in the event of persistent and irresolvable unacceptable behaviour. FACEvents reserves the right to temporarily suspend or permanently exclude a child when absolutely necessary.

SERIOUS OR DANGEROUS INCIDENTS

Only in the event of an extremely serious or dangerous incident will a child be suspended from FACEvents sessions with immediate effect. In such circumstances, the child's parent/carer will be contacted immediately and asked to collect their child, even if the child normally signs themselves out.

Following an immediate suspension, the FACEvents manager will organise a meeting with the child, the parent/carer and the staff member that witnessed/dealt with the incident. During this meeting, the incident will be discussed and a decision will be made about whether the child can return to FACEvents sessions in the future.

All suspensions and exclusions should be seen consistent, fair and proportionate to the behaviour concerned and the following considered:

- The child's age and maturity
- Any relevant information about the child and their situation

A suspension/exclusion will only happen when:

- There is no alternative action that could be taken
- The child will put other children and/or staff in potential risk of harm

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.

No member of staff may impose a suspension from FACEvents sessions without prior discussion with the FACEvents Manager. Staff must consult with FACEvents Managers as early as possible if they believe that a child's behaviour is in danger of warranting suspension or exclusion.

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

In no circumstance will corporal punishment be used as a form of punishment.

At FACE, staff are also made aware and conscious that bad behaviour can sometimes be a sign of abuse or trauma in a child's life - particularly when this is out of character or different from 'the norm' for that particular child. Although it is not the role of FACE staff to investigate a child's life, staff are asked to be mindful of whether certain behaviours may also require contact with the DSL too.