

Magna Groups Enterprises

Behaviour Management Policy



Magna Groups Enterprises Children's out of schools programme's & holiday camps, uses effective behaviour management strategies to promote the welfare & enjoyment of children attending the out of schools programmes & holiday camps. Working in partnership with parents, the aim to manage behaviour using clear, consistent & positive strategies. Magna out of school & camp rules are, displayed for all to see, the children take part each day, in an activity to ensure they are all aware of the rules, as well as being able to discuss freely as and when required.

In our 'Out of School' provisions, we expect the children to:-

- ✓ Use socially acceptable behaviour.
- ✓ Comply with the Magna rules, which are, discussed with the children attending the sessions.
- ✓ Respect one another, accepting differences of race, gender, ability, age & religion.
- ✓ Develop their independence by maintaining self-discipline.
- ✓ Choose & participate in a variety of activities.
- ✓ Ask for help if needed.
- ✓ Enjoy their time at club/camp.

Encouraging positive behaviour – at camp we encourage positive behaviour by:-

- ✓ Staff acting as positive role models.
- ✓ Praising appropriate behaviour.
- ✓ Having a rewards scheme.
- ✓ Informing parents about individual achievements.
- ✓ Offering a variety of play opportunities to meet the needs of children attending the club/camp.

It is inevitable that as children develop & learn, there are times when they need support & guidance to understand that their behaviour is not acceptable. Staff at Magna will try to determine the causes or the triggers of the inappropriate behaviour to prevent the situation from recurring.

Dealing with inappropriate behaviour

- Challenging behaviour will be, addressed in a calm, firm, professional & positive manner.
- In the first instance, Children will be spoken to and given a verbal warning.
- If behaviour reoccurs the child will be given timeout from the activity to reflect on their behaviour.
- Staff will discuss why the behaviour displayed has been agreed as inappropriate.
- Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence.
- Staff will encourage & facilitate mediation between children to try to resolve conflicts through discussion & negotiation.
- If the inappropriate behaviour appears to be as a result, of boredom, staff will consult with the children to find activities that more fully engage them.
- Magna staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- Magna staff will not threaten will not threaten any punishment that could adversely affect a child's well-being (no food or drink, or toilet breaks as an example).

If after consultation with parents & the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the camp manager may decide to exclude the child, in accordance with a **Suspensions & Exclusions** policy. Ensure the reasons & the processes are explained clearly to the parents/carers & the child.

Physical Intervention

Physical intervention should, only be used as a last resort, when a member of the Magna team believes that the action is necessary to prevent injury to the child or others, or to prevent significant damage to themselves, equipment or property.

If a staff member has to be physically restrain a child, Head office, should be notified immediately, the correct process of recording the incident must take place, by completing an **Incident Form/Record**. It is important that the incident be, made aware to the parents/carers as soon as possible.

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Should the staff caring for the children feel at any time they do not have the skills or knowledge to contain the situation, they should call for support, and in extreme cases, there may be a requirement to call the police.

All serious incidents will need to be recorded on an Incident Form/Record; this should be kept in an Incident file, or with any other documents relating to the child to include copies of notes relating to the communications with parents/carers & child. There may be a pattern to the child's behaviour with indications to another underlying cause. If you feel there is a pattern, cause for concern, discuss with a line manager, as there may be a child protection concern. In this case, you would need to follow the Magna out of school **Safeguarding Policy** (Child Protection Policy).

Magna out of schools programmes & holiday camps will never use corporal punishment as a threat or a means of managing behaviour. There will be steps in place to ensure that children who are attending Magna out of schools programmes & holiday camps receives such treatment.

Managing Aggressive Behaviour

Magna out of schools programmes & holiday camps will not tolerate from anyone, to include parents, carer, visitors, staff or children: bullying, aggressive, confrontational or threatening behaviour or behaviour intended to result in conflict. Magna out of schools programmes & holiday camps are a place where we ensure to the best of our ability that the children are safe and secure, with the same focus for the Magna staff.

Unacceptable Behaviour

Unacceptable behaviour includes some of the examples below, however there may be other examples:-

- Shouting at a member of staff, whether in person or on the telephone
- Physically intimidating a member of staff, e.g. standing too close or blocking an exit
- Using aggressive or abusive hand gestures, e.g. shaking a fist in the face or towards another
- Any other threatening behaviour, physical or verbal
- Swearing – using racist or sexual or otherwise abusive comments towards another
- Physical violence – pushing, kicking, hitting, punching, pinching
- Spitting

Magna out of schools programmes & holiday camps will not tolerate such behaviour whether; it is, directed at staff or at any of the children that are in Magna out of schools programmes & holiday camps care.

Measures to take

If there is a situation where a parent, carer or child behaves in an unacceptable way towards a member of staff or another child attending the Magna out of school or camp, the following steps may be taken:-

- ✓ In order to ensure the safety of the children & to limit potential distress, the subject will be removed from the vicinity of the incident.
- ✓ The Camp manager/site manager will seek to resolve the situation, by talking calmly to the relevant persons involved.
- ✓ If the individual – adult/parent wish to make a complaint they will be encouraged to follow the Magna out of school or camp Comments & Complaints procedure the parent/carer will, be advised that they can also raise their concerns to Ofsted if they choose to do so.
- ✓ If the individual continues to behave in an aggressive & intimidating manner, Magna will insist that there is calm or there will be a request to leave (adults only).
- ✓ If the adult refuses to do this, it would then be acceptable for the out of school or Camp Manager to contact the police.

When the situation has been calmed down or resolved, there will be an opportunity to reflect the situation, deciding what the appropriate if required action will be. It is important to consider if this is a child, what steps, can be put in place to support their needs. These could include-

- ✓ Working in partnership with the parent/carer to define needs & if they have support in their education/home?
- ✓ What strategies, have been used if so can these be mirrored in a Magna out of school or camp?
- ✓ Is there a reward scheme that all children could be part of to show inclusion?
- ✓ Is there an opportunity to get support from other agencies?

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- ✓ If there is support required, can this, be funded or can alternatives be source via a charity?
- ✓ Are the out of schools programmes & holiday camps meeting the child's needs?

If the final decision is to enforce a ban, then this needs to be in line with MAGNA **Suspensions & Exclusions** Policy.

Suspensions & Exclusions

Magna out of schools programmes & holiday camps will deal with negative and inappropriate behaviour by using constructive behaviour management techniques. These will be involving camp staff, parents and children to tackle disruptive & challenging behaviour as a collective (all together).

There is an acknowledgement when working with children there will be some children who will need additional support in order to achieve acceptable levels of behaviour. When this is identified that a child with these needs, it will be Magna out of schools programmes & holiday camps staff's responsibility to work with the parents/carers to help to support the child & within reason their needs. There will outlines in the **Behaviour Management** policy.

When you have a child that is persistently behaves inappropriately, the following steps, should be followed:-

- Give the child a formal warning – staff must explain why the behaviour is unacceptable along with the consequences of further incidents.
- Staff will encourage the child to discuss their feelings, & why they have behaved in the way, they have.
- Encourage the child to solve the ways of their behaviour and measures that can, be put in place with or without the support of a staff member to reflect positive behaviour.
- Discuss the details of formal warnings, suspension & what exclusions would mean.
- All information discussed with child and adult/care must be record on an Incident Form/Record.
- Any formal behaviour strategies will be discussed with the parent/carer prior to enforcement.
- Once the above has been confirmed staff will be briefed on the matter.

It is important that all staff be advised to report on a child's behaviour, to be made aware of steps that have been agreed to measure behaviour.

Magna Out of schools programmes & holiday camps will only exclude a child from the out of schools programmes & holiday camps as a last resort, when all other behaviour management strategies have failed or if it is felt that there is risk to other children & or staff.

It is essential that all suspensions and exclusions are fair, consistent and issued for the appropriate behaviour carried out. It is key to take into account the child's age and maturity as well as any other factors that may be relevant to the child. This could be the transitional stage they are at, there could be a medical reason, or additional needs support required. If appropriate, and it is felt relevant then there will be opportunities to seek advice from other external agencies, such as funding for specialist behaviour support.

The Use of Temporary Suspensions

Temporary suspension could be one of the steps taken when:-

- Formal warnings have failed to improve a child's continuous challenging & unacceptable behaviour.
- There has be a serious or dangerous incident; this could result in immediate action taken. Parents/carers contacted to collect. Under no circumstances must a child be sent home.

If a suspension is, put in place, discussion with the parent/carer on the length of the suspension is an important factor, it is essential to share concerns, patterns of unacceptable behaviour, and measures already in place. During the agreed period, working with parents/carers to have a plan to support the return of the child, with measures to encourage positive behaviour will be in place.

Permanent Exclusion

There may be exceptional circumstances, and only when all other attempts of positive behaviour have failed, it then maybe necessary to permanently exclude a child from the activities.

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It will be the Site/Camp Manager of the facility that will discuss the permanent exclusion with the Regional/Area Manager, with the final decision being, made by the Operations Director; the parent/carers will be given a verbal & written explanation of the issues & measures taken. In line with the complaints, procedure there will be a period to appeal to the final discussion.

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