



Behaviour Management Policy

Active Stars – West Sussex

1. Statement of Intent

Active Stars is committed to promoting positive behaviour and creating a safe, respectful and inclusive environment for all children.

We support children to develop self-discipline, empathy and responsibility through clear expectations, consistent boundaries and positive role modelling. We work in partnership with parents/carers to manage behaviour fairly and effectively.

Bullying, discrimination and unsafe behaviour are not tolerated.

2. Expectations

Children attending Active Stars are expected to:

- Treat others with respect
- Follow agreed Club rules
- Use appropriate language and behaviour
- Take responsibility for their actions
- Ask for help when needed

Staff will model positive behaviour at all times.

3. Promoting Positive Behaviour

Positive behaviour is encouraged through:

- Clear and consistent expectations
- Praise and recognition
- Engaging activities
- Encouraging teamwork and inclusion
- Supporting children to resolve conflicts appropriately

Children are always treated with dignity and respect.

Corporal punishment is never used.

4. Bullying

Definition

Bullying is repeated behaviour intended to hurt another individual or group, physically or emotionally.

This may include:

- Physical aggression
- Verbal abuse or name-calling
- Exclusion or humiliation
- Discriminatory behaviour
- Online or digital bullying

Single incidents will be addressed appropriately but may not constitute bullying unless repeated or targeted.

Response

Where bullying is suspected or reported:

- The incident will be addressed promptly and sensitively
- The child affected will be supported
- The child responsible will be spoken to and helped to understand the impact of their behaviour
- Parents/carers will be informed
- The incident will be recorded
- Monitoring will take place

Persistent bullying may result in suspension in line with this policy.

Where bullying raises safeguarding concerns, procedures will be followed in accordance with our Safeguarding Policy.

5. Managing Inappropriate Behaviour

Inappropriate behaviour will be addressed calmly and consistently.

Staff will:

- Explain why the behaviour is unacceptable
- Give the child an opportunity to reflect
- Encourage restorative discussion where appropriate
- Temporarily remove a child from an activity if necessary
- Work with parents/carers where behaviour persists

Where behaviour may indicate additional needs or safeguarding concerns, the DSL will be informed.

6. Physical Intervention

Physical intervention will only be used as a last resort to:

- Prevent injury
- Prevent serious damage to property

Any incident involving physical intervention will:

- Be reported to the manager
- Be recorded
- Be discussed with parents/carers

Force will never be used as punishment.

7. Suspension and Exclusion

Suspension or exclusion is a last resort and will only be considered where:

- Behaviour poses a serious risk to others, or
- All reasonable behaviour strategies have failed

Temporary Suspension

May be used following repeated serious behaviour or a significant incident.

- Authorised by the manager
- Parents/carers informed immediately
- Recorded formally
- Reintegration meeting held before return

Suspension will normally not exceed 15 consecutive days.

Permanent Exclusion

Only considered in exceptional circumstances where safety cannot be maintained.

Parents/carers will receive written confirmation and have the right to appeal within 14 days.

All decisions will be fair, proportionate and consider the child's age, needs and circumstances.

8. Recording

All serious incidents, warnings, suspensions and exclusions are recorded securely.

Patterns of behaviour will be reviewed to identify underlying needs and determine appropriate support.

Linked Policies

- Safeguarding Policy
- Equality, Inclusion & SEND Policy
- Complaints Policy

Policy Review & Governance

This policy has been written in accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS) (2025) and relevant Department for Education guidance for wraparound care and holiday provision.

This policy applies to all early years, wraparound care and holiday provision operated by the provider.

Reviewed: February 2026

Next review due: February 2027

Approved by: Director / Registered Provider