



# Breakfast and After School Clubs

## **Behaviour Management Policy**

Our Breakfast and After School Clubs use effective behaviour management strategies to promote the welfare and enjoyment of children attending the Club. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies. The Club rules are clearly displayed at every session, and are discussed regularly with children.

Whilst at Breakfast and After School Clubs we expect children to:

### **Comply with the Club rules, which are compiled by the children attending the club:**

- To be polite, friendly, respectful and helpful to others
- To be kind and caring in all we do and say
- To play fairly and include others in our activities
- To take care of things which belong to ourselves, others and the club
- To stay within the areas allocated to the club
- To listen to and follow instructions and requests made by staff
- Respect one another, accepting differences of race, gender, ability, age and religion.

### **Independence is encouraged by:**

- Choosing and participating in a variety of activities
- Asking for help if needs
- Enjoy their time at the Club
- Encouraging positive behaviour

### **Positive behaviour is encouraged by:**

- Offering a variety of play opportunities to meet the needs of the children attending the Club
- Staff acting as positive role models
- Sticker rewards

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 acceptable. Staff at the Club will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

## **DEALING WITH INAPPROPRIATE BEHAVIOUR.**

Challenging behaviour will always be addressed in a calm, firm and positive manner.

1. In the first instance, the child will be temporarily removed from the activity. Staff will discuss why the behaviour displayed is deemed inappropriate. Staff will give the child an opportunity to talk about their behaviour, to help prevent a recurrence. Staff will encourage and facilitate mediation between children to try to resolve conflicts.
2. If poor behaviour persists staff will consult with parents, class teachers and the Head Teacher to formulate clear strategies for dealing with persistent inappropriate behaviour. If, after consultation with parents and the implementation of behaviour management strategies, the child continues to display inappropriate behaviour the Club may decide to exclude the child after discussions with parent/s, class teachers and the Head Teacher.

The reasons and processes involved will be clearly explained to the child.

All serious incidents will be recorded on an Incident record and reported to the Head Teacher and parents. This may be used to build a pattern of behaviour, which may indicate an unknown underlying cause.

If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with schools Safeguarding policy.

Policy Reviewed: November 2016

Head Teacher: Julia Lawson

Written in accordance with the EYFS welfare requirement: Safeguarding and promoting children's welfare.



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## **Missing Child Policy**

If a child is booked into the after school club, but is not in classroom at pick up time, staff will ask the class teacher whether the child was dismissed at home time and if so, to whom. A phone call will be made to the parent to find out why the child has not attended after school club. If, in the unlikely event, the child wasn't collected the following actions would be taken immediately:

- All available staff will be asked to check the building
- All clubs will be checked
- Parents will be contacted
- If parents cannot provide an explanation, the police will immediately be contacted.

If, despite the security measures in place, a child goes missing from the before or after school care facility, the following procedures will be followed:

- The head teacher / deputy head will be informed immediately.
- All children will immediately be registered again to check no more are missing and registers will be checked
- Staff will contact the office and all staff left in school will search the main school building and surrounding areas.
- The remaining children will be supervised closely and reassured
- A search will be made by staff of the immediate vicinity and surrounding area
- Parents will immediately be contacted to check whether the child has been taken by another parent.
- Parents who have collected children from after-care during the session will be contacted to ascertain whether the missing child left with them
- The police will be informed
- The remaining children will be reassured by staff
- Support will be offered to parents and staff involved
- A full debrief will take place and a written report made
- OFSTED will be informed
- The incident will be reported under RIDDOR arrangements and recorded on an Incident Reporting Form

### **COLLECTION OF CHILDREN**

- When parents/carers arrive to collect the children, they are asked to sign the registration sheet which records time of arrival and departure.
- They are also informed of any accidents or incidents which may have occurred during the day, either in school or during Day Care.

- Any accidents are recorded in the Accident Book and a copy of the sheet is sent home with the child.
- No child is allowed to leave the After School Club with anyone other than the persons specified on the Registration Form. If circumstances arise where the specified persons are unable to collect their child they must contact the school office to inform them who will be collecting their child.

### **IF A CHILD IS NOT COLLECTED**

If a child is not collected by 4.30pm the following procedure will be followed:

- Staff will use the emergency contact details file to contact the parents/carers of the child.
- The After School Club leader will inform the Head teacher / Deputy Head immediately.
- The child will be reassured by staff that calls are being made.
- A member of staff will remain with the child until they are collected.
- In case of an accident to the person collecting, staff will work through the emergency contact list in specified order of contacts.
- If the child lives reasonably close to school, a member of the senior leadership team may try to call at the house.
- In the event that the school cannot make contact, out of hours social services/police will be contacted.
- No child will ever be left unattended on school premises.

A charge of £2.50 per 15 minutes will be made.

Policy Reviewed: November 2016

Head Teacher: Julia Lawson