

# SAFE GUARDING POLICY



Clifton Playgroup Ltd  
Company Ltd by Guarantee 07342930

## BEHAVIOUR MANAGEMENT POLICY

### 1. INTRODUCTION

Clifton Playgroup's aim is to provide an environment where the children feel safe, secure and free to participate in all the activities without being inhibited by others or their own negative behaviour. Boundaries are set to ensure this.

All staff and other adults working/volunteering in Playgroup will model appropriate behaviour at all times. They will also acknowledge compliance to boundaries and the acknowledgement of efforts made by the children to show awareness to this.

All staff understand their role in guiding children into making the right choices regarding behavioural boundaries. Realising that compliance takes time and understanding, staff will acknowledge the differentiation in group and they will show a calm and consistent approach to this.

### 2. MANAGING BEHAVIOUR

**We do not use any form of emotional or physical punishment in Clifton Playgroup but instead value each child and promote good behaviour through modelling good relationships and behaviour and by using positive praise and support.**

- 2.1. Everyone will be made aware of these boundaries by discussion, example and by encouraging mutual respect, courtesy and care and by praising positive behaviour when it occurs. For the children this may be in small/large group discussion or they may need one to one support with discussion.
- 2.2. All behaviour management will be applied in a consistent manner, so that the children will learn what is expected of them.
- 2.3. Adults will not shout or raise their voices in a threatening manner when dealing with a behaviour problem.
- 2.4. Action will be taken when children behave in an unacceptable way as follows:
  - Support children in negotiating if in conflict with another child or adult.
  - where possible, distraction will be used.
  - where this has not been possible or successful, the child will be spoken to and an explanation of what the adult sees as the problem will be given, ensuring that the child is aware that it is the behaviour and not the child that is

unwelcome (unacceptable behaviour). Children will be given opportunities to discuss the areas of concern and **they will be listened to.**

- Where this has been unsuccessful, the child may be given time in the "Thinking time" area (this could be any safe place designated by the member of staff) on a one-to-one basis followed by a talk about appropriate behaviour. This will be shared with the parent/carers.
  - If the child is being physically challenging: hitting, kicking or biting, they will be guided to the cosy area and will be given space to calm down. A member of staff will stay with them and calmly quieten the child. When they are able to leave the area, staff are to remain vigilant and support the child. When ready they will join in with play with the staff or other children. Staff will only move children who are being dangerous to themselves or others.
  - Children suffering from separation anxiety from parent/carers:
    1. Parents/carers will be invited to stay with the child and say goodbye when the child is more settled.
    2. Staff will offer one to one support. Key workers are to pay special attention to these children, offering friendship, support and care.
    3. Consider strategies to help the child to settle, working in partnership with parents and/or seeking other professionals' strategies and support.
- 2.5. Recurring problems will be dealt with by Playgroup and parents / guardians in close partnership, using observations to establish cause and the type of unwanted behaviour that is shown.
- 2.6. An Action Plan should be drawn up for the appropriate management of the situation; this may include advice from professional bodies outside of Playgroup.
- 2.7. Praise will always be used to encourage good behaviour, good listening, acts of kindness and willingness to share.
- 2.8. The opinion of all children will be taken into consideration and their challenges will be listened to and the child will be supported in negotiating appropriately.

### 3. **Bullying**

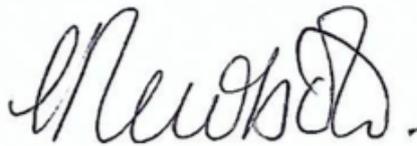
Clifton Playgroup promotes **Prevention of Bullying** by:

- following the above policy and procedure.
- Staff and board members have on their safeguarding reading list 'Preventing Bullying, A guide for parents'
- New members of staff/Board members/volunteers will have 'Preventing Bullying, A guide for parents' in their induction pack.
- Prevent Bullying, A guide for parents' is available on our web site for all parents to read.

- Having strong relationships with our families, without barriers which would impede an open dialogue about behaviour management. Giving support and showing understanding.
- Working closely with all families who may need extra support with behaviour management (with preschool or older children at home who may influence younger children) and/or need a clear understanding of the term 'bullying' and how we can all work together to prevent bullying and the influence of this behaviour in early years children.

This policy has been updated and accepted March 2019

**Signed on behalf of  
Playgroup:**



**Name:** Liz Newbold

**Designation:** Chair of Board of Directors