

Tulley's After School Club Behaviour Policy

September 2019
Version 2

1. Introduction

At Tulley's After School Club, all adults are responsible for the behaviour of all children and not only those that they have been assigned to. Adults and children should always act as good role models and deal with behaviour in a positive way. After School Club rules are displayed and referred to. Our 'behaviour charter', which is the same as the whole school, was created in collaboration with all children and staff. The behaviour charter rules will be linked directly to sanctions for behaviour (See sanctions section).

The After School Club **Behaviour Charter** is as follows:

At Tulley's After School Club we uphold the articles of the UN Convention on the Rights of the Child. All children have the right to learn without disruption.

We all have a responsibility to **always**:

-  listen well and stay focused when **learning**. (Article 28)
-  treat people with **care**, include and support each other. (Articles 15, 29 and 31)
-  use kind hands and feet. (Articles 15, 29 and 31)
-  be honest and make good choices. (Articles 15, 29 and 31)
-  share our opinions in a respectful way. (Articles 12 and 30)
-  respect others' cultures, religions and beliefs. (Article 14)
-  **aim high** by showing grit and facing challenges positively. (Article 28)
-  use kind words in person and online. (Article 19)
-  follow the SMART rules when using technology. (Article 19)
-  treat our school and the environment with respect. (Article 19)
-  follow instructions to stay safe and tell an adult if you notice anything unsafe or if you need help. (Article 19)

... **together** we will uphold this charter.

Children understand their rights and their responsibility of respecting the rights of others. The Rights Respecting School Agreement is referred to when rewarding and sanctioning children, so that they understand the impact of their behaviour.

2. Aims and Objectives

- Most children know the consequences of negative behaviour. They understand that they can improve their behaviour and make a new start.
- Children are encouraged to become self-disciplined and to be responsible for their own actions, in order to develop their confidence and independence.
- Parents will be informed of After School Club expectations, rewards and consequences at the beginning of each academic year (by receiving a copy of this policy), and are involved at an early stage when problems occur.
- Poor behaviour needs to be monitored, and appropriate strategies applied.

3. The Role of Parents

We give high priority to clear communication within After School Club and to a positive partnership with parents, since these are crucial in promoting and maintaining high standards of behaviour.

A positive partnership with parents is crucial to build trust and to develop a common approach to behaviour expectations and strategies for dealing with problems.

We ask parents to keep us informed of any behaviour difficulties or trauma experienced at home, which may affect their child's behaviour at After School Club.

After School Club staff will share this with the child's class teacher to ensure that they are aware and can deal with behaviour of particular children consistently. We also communicate behaviour to parents, positive and negative, through a slip sent home with the child, verbally in person or by telephone.

4 Rewards

Rewards at After School Club may include:

- Praise – when children reach or surpass the adults' expectations
- Stickers
- Recognition in front of the group
- Telling parents (verbally or written)
- Good news messages
- Mascots
- Allow children to take the lead on activities if they would like to
- Roles and responsibilities i.e. over seeing other children at After School table or helping with children who need support, if this is something that they like to do.

5 Sanctions

When recording a sanction to send home, the behaviour charter rule should be referred to as part of normal practice. For example: **X** on the slip sent home will indicate which behaviour charter rule has been broken. The staff may give an explanation as to context of events leading up to the X.

Emotion Coaching

At Tulley's After School Club, we use emotion coaching as a strategy to help pupils manage their feelings and behaviour effectively. It is based in deep research and is effective in our school. Emotion coaching enables children and young people to manage their own behaviour through helping them to understand the different emotions they experience, why they occur, and how to handle them. Staff use a practical three-step approach to dealing with behaviour in the moment:

- Step 1 - Recognising, empathising, validating the feelings and labelling them
- Step 2 - Setting limits on behaviour
- Step 3 - Problem-solving with the child or young person

Staff will empathise with pupils' feelings before engaging in discussion with pupils about behaviour, next steps or sanctions (where appropriate). This approach preserves the dignity of our pupils and enable staff to effectively deal with high emotional behaviour calmly. Staff are trained in this approach.

Behaviour Sanctions

The following is an outline of measures taken when children demonstrate behaviour that is not reflective of our behaviour charter.

- X** Verbal warning given.
- XX** 5 minutes time out from activities to reflect on their behaviour.
The behaviour will be recorded on the behaviour slip and passed on to the class teacher, to send home with the child.
- XXX** 10 minutes time out from activities to reflect on their behaviour.
If children regularly receive three crosses (ten or more times over the academic year), parents will be invited to a formal meeting with the After School Club Leader. The parent will be made aware that the child's place at the club could be at risk if behaviour is not significantly improved.
- XXXX** Severe Disruption: see below for what severe disruption is likely to include.
A child will go straight to **XXXX** for severe disruption (see below).
If the child continues to be disruptive during a session, the parents may be called to collect the child and the child's place at the club could be at risk.

Severe disruption is likely to include:

- Bullying (See anti-bullying policy)
- Racist/homophobic behaviour (criteria sourced from Dudley LA Standard Operating Procedure). The definition of a racist incident is “any incident which is perceived to be racist by the victim or any other person”. This could include:
 - Derogatory name calling, insults, racist jokes and language
 - Racist graffiti
 - Incitement of others to behave in a racist way
 - Racist comments in the course of discussions in formal and informal settings
 - Ridicule of an individual for cultural or religious differences e.g. food, music
- Refusal to co-operate with others because of race or ethnic origins
- Repeated violence (any violent incident should be recorded)
- Repeated bad language
- Damage to property
- Stealing
- Threatening behaviour towards an adult
- Any behaviours that constitute a health and safety risk to themselves or others

Positive Handling Strategies and Team Teach

All staff use positive reinforcement to encourage positive behaviour. A range of de-escalation strategies are used to attempt to defuse extreme disruption or violent behaviour. These include but are not limited to: *humour, verbal advice and support, firm clear directions, limited choices, distraction, reassurance, adult swap, success reminders and reminders about consequences*. If these strategies do not work some staff are trained in positive handling techniques and will use these to keep children and adults safe from harm. These strategies may involve positive handling or ‘holding’ techniques. These are a last resort. If a child needs positive handling by a trained member of staff, a dynamic risk assessment is carried out prior to any action. Once the incident is resolved it is recorded in a bound and numbered book which is monitored regularly. Parents are also informed. Trained staff keep up to date with all developments and correct strategies and holds on a regular basis. All incidents are followed by a ‘debrief’ in order to adapt practice for the future.

Persistent Poor Behaviour

There is no set pattern as to when a child's place at After School Club is permanently withdrawn. A decision to permanently withdraw a child's place is made on a case by case basis in consultation with the After School Club Leader and Lutley's Senior Leadership Team. Usually, permanent withdrawal results from consistent breaches of the After School Club behaviour policy over time or escalation of extreme behaviours where other sanctions from the behaviour policy have failed to address the behaviour exhibited in the club. However, in some cases behaviour is so extreme that permanent exclusion is issued immediately. In this instance an adult with parental responsibility will be called to collect their child from After School Club with immediate effect.

At Tulley's After School Club, withdrawal of a place is likely to be triggered by behaviours such as:

- Violence to a teacher or other adult working with children
- Violence to other children
- Health and safety issues to pupil involved and / or other pupils
- Repetition of inappropriate behaviour or severe disruption
- Gross defiance to all adults within school including refusing to co-operate

This policy does not run alongside the school's policy.

6. A decision to permanently withdraw an After School Club place.

Prior to the final decision being made, a parent will be made aware that the child's place at the club could be at risk if behaviour is not significantly improved.

If a decision to permanently withdraw an After School Club place has been made, then parents will be notified in writing by the Headteacher

A parent may not be notified beforehand, that the place is at risk, if there is an incident of extreme behaviour, which is listed under 'Persistent Poor Behaviour'.

7. Appealing a decision to permanently withdraw an After School Club place.

If a parent wishes to appeal a decision where a place has been permanently withdrawn from After School Club, then the parent will need to do so in writing to the Chair of the Board of Directors, citing the reasons for your appeal.

8. Complaints Procedure

Stage one: The majority of issues raised by parents, carers, the community, visitors, volunteers or pupils, are concerns rather than complaints. Tulley's After School Club is committed to taking concerns seriously, at the earliest stage, in the hope of keeping the number of formal complaints to a minimum.

In the event that you have an issue or concern then please contact the After School Club Manager for a meeting.

Stage two: The formal procedure will be invoked where initial attempts to resolve the issues are unsuccessful and the person raising the concern wishes to take the matter further. Upon receipt of the complaint the School Office Manager may arrange a meeting with the complainant to clarify details of their concerns and of the resolution that is being sought. Once the Office Manager has this information a decision will then be taken about the need for further investigation. This may involve additional meetings with the complainant to obtain further information.

The Office Manager will wherever possible respond to the complaint immediately, however where this is not possible they will investigate the complaint. Once the investigation is completed then the Office Manager will either respond in writing within 10 working school days or invite the complainant to a meeting to explain the

outcome. The complainant will be provided with as much additional information as is possible in the circumstances, while respecting any right to confidentiality of third parties.

Stage three: If after completion of stage 2 the complaint is still not resolved then the complaint should be raised in writing to the Headteacher requesting that their complaint is considered further. The complaint should be raised in writing within 10 school days of the outcome of stage 2, giving clear details of the complaint, attaching relevant papers. The Headteacher will acknowledge the complaint within 10 school days explaining what arrangements have been made to investigate the complaint and where appropriate provide the opportunity for further discussion between the complainant and the Headteacher. The Headteacher will investigate the complaint thoroughly, usually within 20 school days.

Once the investigation is completed then the Headteacher will respond in writing within 10 school days to confirm that the matter has been investigated thoroughly and appropriate action taken. The complainant will be provided with as much additional information as is possible in the circumstances, while respecting any right to confidentiality of third parties.



NOTE HOME FROM TULLEY'S AFTER SCHOOL CLUB

Child's Name:		Date:		Class:	
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Behaviour Sanctions (as detailed in Tulley's After School Club Behaviour Policy)

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XXX 10 minutes time out from activities to reflect on their behaviour. The behaviour will be recorded and parents will be informed.

If children regularly receive three crosses (ten or more times over the academic year), parents will be invited to a formal meeting with the After School Club Leader. The parent will be made aware that the child's place at the club could be at risk if behaviour is not significantly improved.

XXXX Severe Disruption: see below for what severe disruption is likely to include.
 A child will go straight to **XXXX** for severe disruption (see below).
 If the child continues to be disruptive during a session, the parents may be called to collect the child and the child's place at the club could be at risk.

Today, your child has not followed the following behaviour charter rules:

X	Behaviour Charter:
	listen well and stay focused when learning . (Article 28)
	treat people with care , include and support each other. (Articles 15, 29 and 31)
	use kind hands and feet. (Articles 15, 29 and 31)
	be honest and make good choices. (Articles 15, 29 and 31)
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Your child's place at the club could be at risk if behaviour is not significantly improved. Please contact the After School Club Manager to arrange a meeting.

Signed:		Dated:	
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