

DISCIPLINARY / BEHAVIOUR AND ANTI-BULLYING POLICY

1.0 Purpose:

- To encourage positive behaviour
- To ensure that all children are in a safe and secure environment.
- To encourage self-discipline and self-respect.
- To ensure that the same rules are implemented consistently.

2.0 General

- Children have the right to learn without fear of disruption in a safe environment
- All staff and volunteers will be expected to lead by example.
- We will help children to understand the effects of their behaviour on others.
- To reassure children that they are always valued as individuals even if their behaviour may sometimes be unacceptable.
- When handling behaviour it is important that an adult helps children deal with a range of emotion and feelings.

3.0 Responsibility:

The Manager shall ensure:

- This policy is communicated to all at the nursery
- This policy is implemented.

4.0 Procedure

- a) Both positive and negative behaviour shall receive attention.
- b) Examples of managing children's behaviour are; distraction, discussion, praise and reward
- c) All actions applied will take into account the age and ability of the child
- d) Approach calmly, stopping any hurtful actions
- e) Acknowledge children's feelings
- f) Gather information
- g) Restate the problem
- h) Ask for ideas for solutions and choose one together and,
- i) Be prepared to give follow-up support.

Step by Step Guide

1. Approach the situation in a calm and collective way
2. Come down to the child's level
3. Check if victim is ok
4. Explain to the child who has misbehaved their action is not acceptable, that in nursery we are all friends and we must not hurt each other and use facial expression and body language to reinforce this.
5. Try to have the child apologise.
6. If child misbehaves again, warn them they will be put on amber. This will be 2nd warning.
7. The 3rd time; child will be removed from the situation. They will have their name placed on amber (done by the child) explain if they show positive behaviour during the rest of the session they will go back to green and have a sticker at the end of the session.

8. If the child misbehaves for the 4th time, log onto a behaviour record sheet (parents will be made aware of this) and the name placed on red. Advise child they will not receive a sticker. However if they show signs of good positive behaviour they will be moved up onto amber, then green, then gold. They should be made aware of positive behaviour and lots of praise used.
9. If after 30 minutes child shows signs of calm positive behaviour, child may be moved up and explained to why they have been moved up, **because of their positive attitude.**
10. All **positive behaviour must be rewarded** and acknowledged accordingly.
11. Sticker rewards for green and gold children, no reward for amber or red. This way children will understand unwanted behaviour will not be tolerated and will give them something to look forward to.

Traffic Light System

1. **Gold for fantastic behaviour**
2. **Green for good**
3. **Amber for warning**
4. **Red for unacceptable behaviour**

4.1 Rewarding positive behaviour

Staff shall praise positive behaviour such as kindness and willingness to share with others and responsible behaviour.

4.2 Unacceptable behaviour

Any unacceptable behaviour will be dealt with only after considering the child's age, stage of development and level of understanding. Information regarding any incidents or concerns will be shared with the child's parent when they come to collect the child. Parents will be notified via telephone and if needed meetings will be arranged. The input and support of parents is essential, and we will seek to work co-operatively with parents. In some serious situations, such as severe and continued behavioural difficulties, the Nursery reserves the right to terminate the child's place.

4.3 The following shall **not** be allowed in any circumstances by Staff:

- Shouting at children or using threatening tone.
- **Any form of physical / corporal punishment (smacking, shaking etc).**
- Sending out of the room.
- Standing or sitting in a corner for more than 3 minutes.
- Confiscating play time.

Physical punishment, humiliation, or intentional frightening is strictly prohibited as is withholding of food or force-feeding. Any of the aforementioned acts towards children will result in immediate dismissal.

5.0 Anti Bullying Policy

Bullying comes in many forms, physical, verbal, silent and isolation etc. We believe that all children and individuals have the right to come to the Nursery without fear of being bullied. Any act of bullying will be dealt with immediately.

6.0 Physical Intervention

Our policy on positive handling acknowledges that staff must only ever use physical intervention as a **last** resort, and that at all times it **must** be the minimal force necessary to prevent injury or damage to the child, to another child or to property.

We understand that physical intervention of a nature that causes injury or distress to a child may be considered under safeguarding children or disciplinary procedures.