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Registered Charity No. 802551

**BEHAVIOUR AND DISCIPLINE POLICY**

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else.

Children need to learn to consider the views and feelings, needs and rights, of others and the impact that their behavior has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example. The principles that underpin how we achieve positive and considerate behaviour exist within our programme for promoting, social and emotional development.

Miss Johnson is the designated staff who has overall responsibility for our programme for supporting personal, social and emotional development, including issues concerning behaviour.

We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this:

* Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed within the playgroup and explained to all new adults and children.
* Where appropriate, this may be achieved by a period of ‘time out’ with an adult.
* All adults in the playgroup will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour within secure boundaries.
* We recognise that a familiar adult (Key person) is important in building a strong relationship to provide security to the child.
* All adults will try to provide a positive model for the children with regard to friendliness, care and courtesy.
* In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
* Adults in the playgroup will praise and endorse desirable behaviour such as kindness and willingness to share.

When children behave in unacceptable ways:

* All staff will use positive strategies for handling any inconsiderate behaviour, by helping children to find solutions in ways which are appropriate for their ages and stages of development. Solutions might include, for example, acknowledgement of feelings, explanation as to what was not acceptable and supporting children to gain control of their feelings, so that they can learn a more appropriate response.
* Physical punishment, such as smacking or shaking, will be neither used nor threatened.
* Children will **never** be sent out of the room by themselves.
* Children who misbehave will be given one-to-one adult support in seeing what was wrong and working towards a better pattern.
* Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children’s level of understanding and maturity.
* Recurring problems will be tackled by the whole Playgroup, in partnership with the child’s parents/carers, using objective observation records to establish an understanding of the cause.
* Sometimes staff will need to intervene in a physical disagreement between children. Staff will use as little physical restraint as possible, simply acting to keep the child or children safe, removing them from potential harm. Staff will stay calm and non-threatening, and reassure the children that the problem can be talked about and resolved.
* An Incident book will be kept and any recurring incidents of unwanted behaviour will be recorded in it and shown to the parent/carer at the end of the session. The parent/carer and a member of staff will sign and date the incident.
* In cases of serious misbehaviour, such as racial or other abuse, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame.
* Adults will be aware that some types of misbehaviour are a result of child’s special needs and will respond in an appropriate way.
* We do not shout or raise our voices in a threatening way to respond to children’s inconsiderate behaviour.