

# Alleyn's Children's Courses Behaviour Policy

Alleyn's Courses (AC) are responsible for ensuring the safety and well-being of all children whilst attending courses.

AC recognises the importance of encouraging positive behaviour as well as clear guidelines for staff dealing with poor behaviour. It should be regarded as integral to the safety and wellbeing of the children in our care.

This behaviour policy offers guidelines to management, staff, the parent(s)/guardian(s), and children regarding acceptable behaviour whilst attending courses. This policy also covers the course of action that will be taken if behaviour is deemed unacceptable. AC strives to promote positive behaviour which should be honoured by every child and member of staff.

## Strategies for Desirable Behaviour

- AC aims to provide a calm, relaxed atmosphere where children can feel safe and secure
- Staff will strive to raise self-esteem among all children by rewarding positive behaviour and actively discouraging poor behaviour
- Staff will build a relationship with the children so that they feel valued and trusted, encouraging full involvement in all activities
- Staff will provide a sense of community and belonging by recognising children who attend regularly and by remembering and using names of all children
- Staff will speak appropriately to children and avoid shouting, swearing, offensive language and name-calling
- Staff and children will...
  - Behave considerately and welcome all newcomers
  - Respect the environment, buildings, equipment, and furniture and move around the site in a safe manner
  - Attend to the cleanliness of the site and avoid leaving litter in any facility
  - At times behaviour may be unacceptable and, in such situations, discipline may be required

## Code of Conduct

Upon signing a child into AC, the authorised adult agrees that their child/children will adhere to the below Code of Conduct:

- ✓ I will respect the property of others
- ✓ I will be patient, honest, fair, and polite to others
- ✓ I will not use abusive or offensive language
- ✓ I will not be aggressive in the way I speak or behave towards others
- ✓ I will be respectful and treat others as I would wish to be treated

If a child fails to comply with the above points AC will follow the protocol below to deal with poor behaviour.

### **Dealing with Poor Behaviour**

Physical intervention will only be taken for the purpose of averting immediate danger of personal injury to any person (including the child), or to manage a child's behaviour if necessary. AC keeps a record of any occasion where physical intervention is used, and parent(s)/guardian(s) must be informed on the same day, or as soon as reasonably practicable.

### **Physical Intervention**

Practitioners use reasonable force to prevent children from injuring themselves or others or damaging property.

Staff will follow the steps below when dealing with poor behaviour.

#### **Step 1:**

If a child misbehaves the activity leader should take the child to one side and explain what they have done wrong and why it is not acceptable. This member of staff should indicate behaviour that is acceptable, so the child has the means to improve.

#### **Step 2:**

If the poor behaviour continues the leader should give the child a timeout from the activity (the timeout should be no longer than several minutes), during/following this time they should reinforce what behaviour is acceptable. The leader will then inform the Commercial Courses Co-Ordinator who will in turn inform the authorised adult to pick the child up, highlighting the situation that occurred.

#### **Step 3:**

If, after following Step 1 and Step 2, and a discussion with the parent(s)/guardian(s), the child's behaviour does not show a marked improvement, the Commercial Courses Co-Ordinator should discuss part exclusion with the Co-Commercial Director. If all agree, the Commercial Courses Co-Ordinator will contact the parent(s)/guardian(s) to request they pick the child up straight away. They will record what has happened on an Incident Report Form. This is referred to as 'Part Exclusion.' This is not a permanent exclusion: the child will be allowed back for any subsequent days booked however the parent(s)/guardian(s) needs to be clear that this is the child's final warning and without a significant improvement in behaviour he/she could be excluded permanently.

#### **Step 4:**

If no improvement in the child's behaviour is seen the Course Leaders, Commercial Courses Co-ordinator and/or Commercial Sports Manager will review the situation. If deemed unmanageable or dangerous to others, the Commercial Courses Co-Ordinator will contact the parent(s)/guardian(s) and the child will be excluded permanently from camp for the rest of the holiday period.

If deemed necessary, AC reserves the right to exercise any step of the above to deal with poor behaviour above at any stage. If a child is excluded from camp, no refund will be made for any remaining days booked and any costs associated with the exclusion will be the parent(s)/guardian(s) responsibility.

The parent(s)/guardian(s) will be expected to collect when informed of the exclusion. All exclusions (Step 3 and Step 4) will be recorded by AC Head Office. Any child permanently excluded from camp may not be allowed to enrol on any future camp at AC.

### **Bullying and Discrimination**

AC is committed to providing a positive experience for all children attending courses where they can have fun, make friends, and learn new skills in a safe and welcoming environment. AC follows a zero-tolerance policy on discrimination, bullying or persistent poor behaviour of any kind, irrespective of any special needs. AC encourages any child to let us know if they see or experience bullying during their time here so it can be addressed immediately.

### **Bullying**

AC believes that bullying in any form is wrong and should not be tolerated, and that any environment that encourages bullying, or shows indifference to prejudice and discrimination is unacceptable.

- AC believes that bullying is a behaviour choice and that anyone can be encouraged to change their behaviour
- AC believes that all children and young people have intrinsic value and worth and AC embrace their uniqueness and autonomy
- AC respect difference and welcome diversity in children, young people and in society in general, and believe camps should be inclusive to all
- AC believes that children and young people should have the right to feel safe, secure, and valued, and that creating a safe environment free of bullying is everyone's responsibility
- AC believes children and young people should actively participate in decisions that affect them and should be supported in taking responsibility for their choices and subsequent actions
- AC believes every child attending courses should be treated with respect and courtesy and no one should be bullied

Bullying includes, but is not limited to:

- All kinds of name calling
- All kinds of physical harm
- All kinds of abuse based on someone's gender identity, sexuality, race, or religion
- Taking or demanding personal property (items of clothing, food, money, etc.)
- Ridiculing those in any kind of medical, emotional, or physical condition.
- Forcing extreme views onto others
- Electronic bullying

### **Victims of Bullying**

- AC staff are vigilant in monitoring daily activities and child interaction to check that bullying is not taking place
- If a child feels they are being bullied, they must let a member of the AC staff team know. The staff members will then inform the Course Leader who will immediately investigate the allegation. All cases of bullying will be reported to AC Head Office.
- If the Course Leader deems the issue sufficiently noteworthy, they should inform the parent(s)/guardian(s) of the victim, highlighting what has happened and the actions they have taken to deal with the situation

- If dealing with a significant issue, an Incident Report Form will be filled out and the Course Leader will ask the parent(s)/guardian(s) to sign the Incident Report Form upon the collection of the child
- AC staff will continue to monitor the situation to ensure the child is not upset and can continue the day

### **Offenders**

The offending child should be taken to one side and be told why their actions are bullying and informed of the consequences should it continue.

If it persists, the Course Leader will raise the issue with the person collecting the child as a case of bullying and will follow the steps to deal with poor behaviour. The parent(s)/guardian(s) of the child will be informed of the allegations made against their child.

If dealing with a significant issue, an Incident Report Form should be completed, and the Course Leader will ask the parent(s)/guardian(s) of the offending child to sign the form on collection.

If an allegation of an act of bullying is in the form of a formal complaint to Head Office, AC will follow the AC complaints procedure (found in the Terms & Conditions document). Those who bully others must be aware that AC reserves the right to exclude a child without warning.

### **Language**

Any use of abusive/offensive language of any kind by any person will be stopped immediately. Staff will explain that this is not acceptable at AC.

### **Racial Harassment**

An approach that supports diversity and equality involves creating a childcare setting where each child feels a sense of belonging. AC Staff should observe and listen to children's play and adult interaction to identify any bias or discrimination, and then develop methods to deal with issues that arise. Every aspect of the setting comes into play: how children relate to each other; how staff relate to minority and majority children; how language is used; how and what discussions take place and what activities are undertaken.

Each AC course has a duty to create and implement strategies to prevent and address racism; this includes:

- Recording all racist/discriminative incidents on an Incident Report Form
- Ensuring all recorded incidents are reported to the parent(s)/guardian(s), and, when appropriate, to the Commercial Courses Co-Ordinator

Parent(s)/guardian(s) have a right to know when racism occurs, and the actions AC will take to tackle it.

### **Definition of Racial Harassment**

"Racial harassment is unwanted conduct on grounds of race or ethnic or national origins, which violates your dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for you."  
– (National Education Union)

### **Examples of Racial Harassment**

- Physical assault against a person or group of people
- Threats against a person or group of people because of their colour or race

- Derogatory name calling, insults and racial jokes
- Racist graffiti and other written insults
- Provocative behaviour such as wearing racist badges and insignia and the distribution of racist literature
- Discriminatory comment including ridicule made during discussions or elsewhere
- Patronising words or actions against a person or group of people

### **Dealing with Racial Discrimination**

All staff working for AC should be constantly vigilant of any racial harassment taking place. If a staff member suspects racism or discrimination taking place in any form, they must:

- Intervene firmly and quickly to prevent all forms of racial harassment, any allegation should be taken seriously and reported to the Course Leader
- Each incident should be investigated and recorded in detail as accurately as possible using the Incident Report Form. This record should be available for inspection by staff, inspectors, and the parent(s)/guardian(s) where appropriate.
- The Course Leader is responsible for ensuring that incidents are handled appropriately and sensitively and recorded appropriately
- Note any changes of behaviour

Where an allegation is substantiated following an investigation, the parent(s)/guardian(s) of the perpetrators and victims should be informed of the incident and of the outcome. Any form of racial abuse will be dealt with seriously in accordance with the steps to deal with poor behaviour.

By agreeing to Alleyn's Courses Terms & Conditions you agree to adhere to the policies and procedures outlined in this document.