



# Footprints Day Nurseries Outstanding Practice™ Policy and Procedure Document

## Internal Information Only

<b>Document title</b>	Behaviour and Discipline
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<b>Classification area</b>	Supporting Individual Children
<b>Author / Updated by</b>	Rachel Farrugia
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<b>Signed on behalf of the nursery</b>	
<b>Date disseminated to staff</b>	1 <sup>st</sup> August 2018
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## **Policy summary**

This policy gives clear instruction regarding negative, challenging or aggressive behaviour from children and the response expected from staff.

### **Why is this policy important to us?**

Children display challenging behaviour for a variety of reasons. It is our responsibility to ensure that they feel safe and secure enough to express how they feel in a controlled environment where boundaries are consistent and the well being of other children in our care is maintained.

### **How is this policy put in to practice?**

All staff are fully aware of the procedures in this policy and are expected to adhere to them consistently. The named people are known to staff and any issues regarding behaviour are raised through them and the correct action is taken and documented.

### **How is this policy and associated procedure audited?**

It is standard practice at Footprints to audit and review every policy under one or all of the following situations;

1. All policies are reviewed annually.
2. This policy will be audited as part of a rota system of weekly spot checks.
3. We encourage and empower all staff to 'Self Evaluate' all policies and procedures. As part of this process this policy could be audited.
4. This policy will be audited if sub-standard practice has been observed in the area(s) to which it relates.
5. This policy will be audited as a result of new risk assessments or post-incident risk assessments.
6. This policy will be audited if new relevant legislation comes to light.

## **Behaviour and discipline**

Our nursery believes that children flourish best when they know how they are expected to behave. Children gain respect through interaction with caring adults who show them respect and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings.

Children need to have set boundaries of behaviour for their own safety and the safety of their peers. Within the nursery we aim to set these boundaries in a way which helps the child to develop a sense of the significance of their own behaviour, both on their own environment and those around them. Restrictions on the child's natural desire to explore and develop their own ideas and concepts are kept to a minimum.

We aim to:

- Recognise the individuality of all our children
- Encourage self-discipline, consideration for each other, our surroundings and property
- Encourage children to participate in a wide range of group activities to enable them to develop their social skills
- Work in partnership with parents by communicating openly
- Praise children and acknowledge their positive actions and attitudes, therefore ensuring that children see that we value and respect them
- Encourage all staff working with children to accept their responsibility for implementing the goals in this policy
- Promote non-violence and encourage children to deal with conflict peacefully
- Provide a key worker system enabling staff to build a strong and positive relationship with children and their families
- Have a named person who has overall responsibility for issues concerning behaviour.
- Promote “Rule of Law” to support children’s understanding of rules and boundaries

### **Named Person is Rachel Farrugia**

The Nursery Manager along with each room leader will keep up-to-date with legislation and research and support changes to policies and procedures in the nursery through audits and action plans. They will access relevant sources of expertise where required and act as a central information source for all involved; attend regular external training events, and ensure all staff attend relevant in-house or external training for behaviour management. A record will be kept of staff attendance at this training.

We recognise that codes for interacting with other people vary between cultures and staff are required to be aware of this and respect those used by members of the nursery.

Nursery rules are concerned with safety and care and respect for each other. Children who behave inappropriately by physically abusing another child or adult e.g. biting, or through verbal bullying, will be required to talk through these actions

and apologise where appropriate. The child who has been upset will be comforted and the adult will confirm that the other child's behaviour is not acceptable. It is important to acknowledge when a child is feeling angry or upset and that it is the behaviour we are rejecting, not the child.

#### **When children behave in unacceptable ways:**

- Physical punishment such as smacking or shaking will be neither used nor threatened.
- Children will not be singled out or humiliated in any way. Staff within the nursery will re-direct the children towards alternative activities. Discussions with children will take place respecting their level of understanding and maturity
- Staff will not raise their voices in a threatening way
- 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
- How a particular type of behaviour is handled will depend on the child's age, level of development and the circumstances surrounding the behaviour. It may involve the child being asked to talk and think about what he/she has done. It may also include the child apologising for their actions
- In all cases inappropriate behaviour will be dealt with in nursery at the time. Parents may be asked to meet with staff to discuss their child's behaviour, so that if there are any difficulties we can work together to ensure consistency between their home and the nursery. In some cases we may request additional advice and support from other professionals, such as an educational psychologist or child guidance counsellors
- Children need to develop non-aggressive strategies to enable them to stand up for themselves so that adults and children listen to them. They need to be given opportunities to release their feelings more creatively
- Confidential records will be kept on any negative behaviour resulting in injury. This will be completed through an incident form. Parents will be informed and asked to read and sign incidents concerning their child
- If a child requires help to develop positive behaviour, every effort will be made to provide for their needs
- Through partnership with parents and formal observations, staff will make every effort to identify any behavioural concerns and the causes of that behaviour. From these observations and discussions an individual behaviour modification plan will be implemented
- Children will be distracted from the negative situation and supported in a different activity or environment, if necessary for their own well-being and that of others in the group.
- It would be extremely unlikely that physical intervention would be necessary to avert immediate danger of personal injury to any person (including the child), or to manage a child's behaviour. If this ever happened however, a

written record of the occasion would be made and parents and/or carers would be informed on the same day, or as soon as reasonably practicable.

Children need their own time and space. It is not always appropriate to expect a child to share and it is important to acknowledge children's feelings and to help them understand how others might be feeling.

Children must be encouraged to recognise that fighting, hurting and discriminatory comments are not acceptable behaviour. We want children to recognise that certain actions are right and that others are wrong.

At our nursery, staff follow the procedure below to enable them to deal with challenging behaviour:

- Staff are encouraged to ensure that all children feel safe, happy and secure
- Staff are encouraged to recognise that active physical aggression in the early years is part of the child's development and that it should be channelled in a positive way
- Children need to be helped to understand that using aggression to get things is inappropriate and they will be encouraged to resolve problems in other ways
- Our staff are encouraged to adopt a policy of intervention when they think a child is being bullied, however mild or harmless it may seem
- Staff are ready to initiate games and activities with children, when they feel play has become aggressive, both indoors or out
- Children's self-esteem should never be threatened positive attitudes must always be paramount.
- Keep calm and stay professional at all times. Be positive don't say "Don't...." say "Let's...."
- The Room Manager will help to diffuse the situation and the Nursery Manager will be asked to help if the negative behaviour continues.
- If any parent has a concern about their child, a member of staff will be available to discuss those concerns. It is only through co-operation that we can ensure our children feel confident and secure in their environment, both at home and in the nursery
- All concerns will be treated in the strictest confidence.

Footprints Core Values alongside Fundamental British Values support children to become polite, respectful members of our community.