



PaWS Xtra Breakfast and After School Club

Behaviour Management Policy- Covid-19 Addendum

September 2020

Due to Covid-19 and the measures required to ensure safety for all at PaWS Xtra, there are a number of additions to our usual Behaviour Management Policy. These changes are based on the latest Government guidance and are designed to support the policies and procedures implemented by Pevensey and Westham C of E Primary School.

PaWS Xtra Breakfast and After School Club is committed to creating an environment where children, staff and visitors are safe and happy. These principles are now as important as ever. The Club will work in partnership with the school and the parents to manage behaviour using clear, consistent and positive strategies throughout all sessions.

We believe that children need to learn to consider the views and feelings, needs and rights of others and the impact that their behaviour may have on other people, places and objects. The club will strive to achieve this by encouraging, teaching and modelling correct behaviour and by creating a positive environment with clear boundaries and expectations. With our revised Covid-19 procedures and practices, this will be more important than ever. The clear and frequent modelling of routines and safety measures must be undertaken by all staff across all sessions.

All staff are responsible for the proactive behaviour management of children in the Club.

Whilst at PaWS Xtra, we expect children to:

- *Use socially acceptable behaviour*
- *Ensure the safety of themselves, others and club property*
- *Comply with the Club rules, policies and procedures as instructed by Club staff.*
- *Respect one another, accepting differences of race, gender, ability, age and religion*
- *Ask for assistance if needed*

Our 3 Club rules are:

We are amazing at listening

We are respectful

We keep ourselves and others safe

It is more important than ever to treat each other with respect and behave safely. We will continue to refer to these rules throughout sessions and they will be displayed clearly within the club. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same.

As well as our existing club rules, we also have the following expectations as part of our Covid-19 safety measures:

- Children and parents will be reminded to keep to social distancing guidelines and follow markings on arrival and exit to the Club. This is to support the safety of children, parents and staff.
- Whilst in school, children should aim to maintain social distancing where possible; however, there may be times where social distancing is not possible (e.g. first aid).
- Each child will be placed in a year group 'bubble'. Children will be expected to remain in this bubble while at Club and not to mix with pupils from other bubbles.
- Social distancing will be encouraged but children will not always be expected to remain two metres apart from their peers within the bubble.
- Children will have their own designated 'bubble' play zones at club and will be reminded to keep their own 'bubble' materials and, where appropriate, their own personal equipment e.g. pens and pencils, etc, for themselves.
- Children expected to follow safe routes around the building, as advised by staff, to avoid the mixing of different 'bubbles'.
- Play will be planned outside as much as possible and pupils will be given a designated outdoor area to use during these times. It is expected for the safety of all in their 'bubble' that they do not leave their designated space and join another.
- Children who do not follow staff instructions and deliberately wander into a different designated area will be directed away from the area by a member of staff in the first instance and then, if repeated, parents/guardians will be called to collect the child as they are not following safety guidelines. This will be explained clearly to staff, parents and children.
- Children may share some resources (e.g. lego) within their 'bubble'; resources will not be shared across 'bubbles' until they have been cleaned.

Revised routines relating to good personal hygiene:

- Only 2 children will be allowed to use a toilet at any set time. Regular cleaning of high touch areas, such as: taps, soap dispensers, door docks, etc. will take place throughout the day.
- Children will be reminded to use tissues and to cover their mouths when sneezing and coughing and then to wash their hands. 'Catch it, bin it, kill it' will be on posters around the building.
- Children will be asked to wash their hands with soap and water at regular intervals throughout the session following the guidance of washing for at least 20 seconds. This includes on entering the club, before eating and when transitioning between different parts of the building.
- Children experiencing any symptoms of coronavirus will be sent home.
- The Department for Education have advised that children do not wear PPE.
- Should a pupil require first aid or a form of personal care, staff will have access to PPE.

At PaWS Xtra, positive behaviour is managed by:

- Staff acting as exceptional role models.
- Giving the children clear expectations for behaviour throughout sessions.
- Encouraging children's ownership of their club.
- Offering a variety of play opportunities to meet the needs of the children attending the Club
- Proactive staff that spot potential issues before they escalate.
- Positive reinforcement, using positive praise and reward systems such as verbal praise, stickers, certificates and parent/teacher feedback.

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. This may be more frequent with our phased reopening.

The feelings surrounding a return to school and Club will be different for pupils during the phased return and they will spend time adjusting and adapting to the new routines and expectations. Responses to behaviour are taken with care and consideration and take individual needs into account. Staff at the Club will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

One child's behaviour must not be allowed to endanger the other children in the group by absorbing or distracting the supervising staff. Parents are expected to provide suitable detail in terms of behavioural traits of their children when registering their child or when there is a significant change.

The Club welcomes children from all backgrounds, abilities and needs. We will, within our resources, make reasonable adjustments and arrangements for children with special educational needs.

The Club and school will work in partnership to share information relevant to the best interests of the child.

Children will be made aware of the effects of their behaviour on others and methods of discussion and distraction shall be used when confronting behaviour issues. No undue stress shall be placed on the child in terms of humiliation, segregation or any form of physical punishment.

Incident reports will be made using the MagicBooking software and parents will be informed of all serious incidents. At breakfast club, behaviour notification slips may be used to communicate incidents with parents and carers. A record of all communication with parents will be made on the incident report.

In the case of unacceptable behaviour, the following system will apply;

| Process | Actions |
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| Redirection | If staff spot children exhibiting unwanted behaviour it may just need a gentle 'nudge' in the right direction to redirect. This may include helping a child find an activity, a check-in on how they are feeling or offering some calm space. |
| Reminder | If behaviour persists, children are given reminder of the club rules delivered calmly, clearly and privately wherever possible. Repeat reminders if necessary and redirect to a good choice. Take the initiative to keep things at this stage. |
| Warning | A clear verbal warning delivered privately wherever possible, making the child aware of their behaviour and clearly outlining the consequences if they continue. Explain what you want to see and be consistent in what you warn will be the consequence. |
| Cool Down | Give the child a chance to reflect away from others. Speak to the child in a designated 'cool down' area in a quieter part of club that allows for social |

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| | distancing. Give them a final opportunity to demonstrate what you are asking. Offer a positive choice to do so. It is vital at this stage for staff to explore the behaviour with the child and take appropriate measures to help them. Staff have the flexibility to use their knowledge of the child to decide the best course of action to help resolve the situation. This may be some reflection time, redirecting to an activity, helping to devise a new activity, some fresh air etc. This 'cool down' area must be cleaned once the child has finished using the area. |
| Time Away | At this point the child will receive a longer time away from activities. This will be in the designated 'cool down' space of the club, ensuring social distancing, where children will not have the freedom of all activities. Calming activities and resources may be used if deemed appropriate by club staff. All incidents reaching this level must be recorded and parents informed. This 'cool down' area must be cleaned once the child has finished using the area. |
| Restore | A restorative chat should take place before reintegration into the session. This is to repair the relationship between the child and adult and set clear expectations for behaviour. Children will be reminded of the club rules and the importance of being safe will be highlighted. Failure to comply with this or continuing poor behaviour will result in the Club Leader deciding whether it is safe for the child to remain at club. |
| Formal Meeting | If the Club Leader is concerned about persistent poor behaviour, or in the event of a serious incident, they should discuss the matter with the Club Manager. A meeting will be arranged with the Club Leader, Club Manager and the parents/carers. The aim of this meeting will be to discuss the concerns and to work in partnership to create a plan of action with agreed targets that will be monitored over an agreed period of time. The agreements from this meeting will be recorded in writing and a copy kept on file and shared with parents/carers. A follow up meeting will be arranged to review agreed targets. If the unacceptable behaviour continues staff will continue to monitor and record incidents and communicate with parents. In the unlikely event that the behaviour does not improve, the Club reserve the right to exclude the child from the club on a temporary or permanent basis. |

Abuse, both verbal and/or physical, against another child, member of staff or visitor will not be tolerated and may lead to immediate exclusion.

In cases of serious behaviour incidents, where the safety of the child, others or the environment is in immediate danger or where behaviour strategies have been unsuccessful and behaviour remains unacceptable, parents will be called to collect the child. This decision will be taken by the Club Leader or Club Manager, and the incident recorded.

Pupils who intentionally cough or spit at others will be sent home immediately.

One child's behaviour must not be allowed to endanger the other children in the group by absorbing or distracting the supervising staff. Parents are expected to provide suitable detail in terms of behavioural traits or additional needs of their children when registering their child, or when there is a significant change. Individual risk assessments and/or individual plans may take place where a child has significant additional needs or where reasonable measures are needed in the event of challenging behaviour.

If a child's behaviour consistently affects the good feeling within the club, the Club may exclude this child.

Exclusions will follow the process set out in the Club's Suspensions and Exclusions Policy.

Anti-Bullying

PaWS Xtra will provide a supportive, caring and safe environment in which all children are free from the fear of being bullied. Bullying of any form is not tolerated in our club, whether carried out by a child or an adult.

Bullying behaviour is unacceptable in any form. Any child who is a victim of bullying will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff informed, and then discussed with the Club Leader and, where appropriate, the Club Manager.

A clear account of the incident will be recorded using the MagicBooking software. All staff will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed.

PaWS Xtra defines bullying as the repeated harassment of others through emotional, physical, psychological or verbal abuse.

- Physical: Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.
- Psychological: Behaviour likely to create a sense of fear or anxiety in another person.
- Emotional: Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel 'left out' of a game or activity, passing notes about others or making fun of another person.
- Verbal: Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance.

Staff at PaWS Xtra will foster an anti-bullying culture in the following ways:

- Encouraging caring and nurturing behaviour
- Discussing friendships and encouraging paired, group and team play
- Encouraging children to report bullying without fear
- Discussing the issues surrounding bullying with the children, including why bullying behaviour will not be tolerated
- Exploring the consequences of bullying behaviour with the children.

PaWS Xtra acknowledges that despite all efforts to prevent it, bullying behaviour could occur on occasion.

Should such incidents occur, the Club will respond in accordance with the following principles:

- We will address all incidents of bullying thoroughly and sensitively.
- Victims of bullying will be offered the immediate opportunity to discuss the matter with a member of staff who will reassure the child and offer support.
- They will be reassured that what they say will be taken seriously and handled sympathetically.
- Staff will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.
- If another child witnesses bullying and reports this, staff will reassure them that they have done the right thing. Staff will then investigate the matter.
- If a member of staff witnesses an act of bullying, involving children or adults at the club, they will inform the Club Leader.
- Children who have bullied will be helped by discussing what has happened, establishing why the child became involved. Staff will help the child to understand why this form of behaviour is unacceptable and will encourage him/her to change their behaviour
- If bullying behaviour persists, more serious actions may have to be taken, as laid out in the Suspensions and Exclusions policy.

- All incidents of bullying will be reported to the Club Manager and will be recorded using the MagicBooking software. Parent of both parties will be informed. The manager and other relevant staff will review the Club's procedures in respect of bullying, to ensure that practices are relevant and effective.

Physical Intervention

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of staff has to physically restrain a child, the Club Manager will be notified and an incident record will be completed. The incident will be discussed with the parent or carer as soon as possible.

If staff are not confident about their ability to contain a situation, they should contact the child's parents, call the Club Manager or, in extreme cases, the police.