



# First Step Pre School Ltd

*Registered Office*  
Christ the King School  
Easton Hill Road Thornbury  
South Glos. BS35 1AX  
Tel. 01454 858580



## Behaviour Management Policy

### Statement of intent

First Step Pre-school Limited believes that children flourish best when they know how they are expected to behave and should be free to play and learn without fear of being hurt or unfairly restricted by anyone else.

### Aim

The pre-school aims to provide an environment where all children learn to respect themselves, other people and their environment. We expect appropriate behaviour from everyone within the setting at all times.

### Methods

- The Pre-school Leader has overall responsibility for issues concerning behaviour.
- We require the Pre-school Leader to:
  - keep her/himself up-to-date with legislation and research and thinking on handling children's behaviour;
  - access relevant sources of expertise on handling children's behaviour; and
  - check that all staff have relevant training on handling children's behaviour. We keep a record of staff attendance at this training.
- We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents/carers and one another with friendliness, care and courtesy.
- We require all staff, volunteers and students to use positive strategies for handling any conflict by helping children find solutions in ways which are appropriate for the children's ages and stages of development - for example distraction, praise and reward.
- We familiarise new staff and volunteers with the pre-school's Behaviour Management Policy.
- We expect all members of the pre-school - children, parents/carers, staff, volunteers and students - to keep to the Behaviour Management Policy guidelines, requiring these to be applied consistently.
- We praise and endorse desirable behaviour such as kindness and willingness to share.
- We avoid creating situations in which children receive adult attention only in return for undesirable behaviour.
- When children behave in unacceptable ways, we help them to see what was wrong and how to cope more appropriately.
- We never send children out of the room by themselves.
- We never use physical punishment, such as smacking or shaking. Children are never threatened with these.



Quality Assurance Scheme

Registered Charity No. 1022996



**SureStart**

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- We only use physical restraint, such as holding, to prevent physical injury to children or adults and/or serious damage to property. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of our Pre-School Leader and are recorded in our Incident Book. The parent/carer is informed on the same day and signs the Incident Book to indicate that he/she has been informed.
- 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.
- We do not shout or raise our voices in a threatening way to respond to children's behaviour.
- We handle children's unacceptable behaviour in ways which are appropriate to their ages and stages of development - for example by distraction, discussion or by withdrawing the child from the situation.
- We work in partnership with children's parents/carer. We work with parents/carers to address recurring unacceptable behaviour, using objective observation records to help us to understand the cause and to decide jointly how to respond appropriately.
- We reinforce positive behaviour in children and offer alternative strategies to inappropriate behaviour.

### **Bullying**

Bullying involves the persistent physical, verbal, emotional or psychological abuse of another child, children or adult. We take bullying very seriously.

If a child bullies another child or children:

- we intervene to stop the child harming the other child or children;
- we give reassurance to the child or children who have been bullied;
- we explain to the child doing the bullying why her/his behaviour is inappropriate;
- we help the child who has done the bullying to say sorry for her/his actions;
- we make sure that children who bully receive praise when they display acceptable behaviour;
- we do not label children who bully;
- when children bully, we discuss what has happened with their parents/carers and work out with them a plan for handling the child's behaviour; and
- when children have been bullied, we share what has happened with their parents/carers, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.

If an adult bullies another person:

- We will follow the Disciplinary Policy and Procedure if a member of staff behaves negatively towards any child or adult.
- If a parent/carer or visitor behaves in an inappropriate manner towards any child then we will follow the guidelines of our Child Protection Policy.
- If a parent/carer or visitor behaves in an inappropriate manner towards any adult then we will follow the procedures below:

#### **Stage 1**

- inform your direct supervisor
- they will then speak to the parties involved
- a meeting arranged between all parties to discuss and try and resolve the matter

#### **Stage 2**

In the event that the matter cannot be resolved at Stage 1 then a formal meeting with all parties and the Chairperson (or Committee member if the Chairperson is not available) will take place. If the matter cannot be resolved the pre school would then follow the Complaints Procedure.

**A record will be held of all communication and all parties requested to sign**

Behaviour Management Policy

This policy was adopted at a meeting of the Committee of First Step Pre-school Limited

Held on (date)

Signed on behalf of First Step Pre-school Limited