

Positive Behaviour Policy – Updated 04/02/2021

At GO Kids we believe that all behaviour, positive or negative, comes from some underlying issue. We strive to work together with our families to make sure that our children are supported in any difficulties they may be experiencing and can learn to express themselves in a positive and productive way. If you are aware of any issues that your child is experiencing at home, school or in our setting that may be affecting their behaviour please speak to the staff in the club.

GO Kids operate a positive behavioural policy based on the following guidelines:

Codes of behaviour:

- We expect all staff and service users to treat each other with respect. (SSSC Code 1.1/1.2)
- Children will be encouraged to be helpful, have good manners and be caring towards each other.
- Due to us operating in school buildings there may be some codes of behaviour applied by the school that we expect the children to follow also e.g. staying away from classroom areas.
- Each setting has their own set of codes of behaviour regarding the area that they operate from, staff in the club will be happy to explain these fully to parents/guardians and children.
- Codes of behaviour will be fully explained in a way that is easy for the children to understand. Where possible we will also display the codes for the children to refer to as needed.
- When setting new/additional codes of behaviour, the children will be consulted and asked for their input.
- Staff will be fair, consistent, and non-discriminatory.
- Staff will communicate in an appropriate, open, accurate and straightforward way. (SSSC Code 2.2).

Approaching behaviour:

- Staff will display positive behaviour in their actions towards the children and each other to set a good example.
- Positive behaviour will be encouraged and rewarded (e.g. manners and helpfulness). Parents will be informed of positive behaviour regularly.
- If negative behaviour is observed staff will firstly remind the child of our code of behaviour and give them the opportunity to rectify their behaviour.
- Children will be encouraged to sort out problems amongst themselves, where appropriate, to learn the art of negotiation. This can be through peer mediation or guided by a member of staff. All parties will be allowed to express their opinions and the children will be encouraged to come to a resolution that suits everyone.
- If the child continues to display negative behaviour, the child may be removed from the situation to give them the opportunity to have space and calm down. When the child is ready/calm/respondent, the staff member will sit with the child and have a conversation about the behaviour and why it is unacceptable. This will be done using a calm and collective manner. The goal of this conversation is to try and find a reason for the negative behaviour and guide the child to a more productive way of dealing with the situation. Parents/guardians will be informed at pick up.
- Depending on the severity of the behaviour, an incident report may be issued. Confrontational strategies will not be used.
- Staff must always be non-judgemental and accepting. The member of staff will always keep in mind any extenuating circumstances that they know about when dealing with the child (e.g. are they ill? Any recent bereavements or difficulties at home? Any issues in school? Any learning difficulties?).

- In addition, staff are aware of and will take consideration of ACE's (Adverse Childhood Experience's). These are potentially traumatic experiences that occur in childhood, such as:
 - experiencing forms of abuse.
 - witnessing violence at home.
 - having a family member attempt or die by suicide.
 - substance abuse.
 - mental health problems.
 - Instability due to parental separation or household members being in jail or prison.
- Staff will also look for distressing behaviours in children such as:
 - displaying low self-esteem.
 - being tearful/sad.
 - having low motivation.
 - changes in mood or appearance.
 - unusual aggravation.
 - restlessness.
- If a child is displaying long term or intermittent negative behaviour staff will record observations of the behaviour to find a possible pattern or reason for the behaviour. All observations will be kept in a book specifically for the child. These observations will only be viewed by members of staff and will be treated with the upmost confidentiality. Parents/guardians of the child can view these observations on request. (SSSC Code 2.3 & 6.2).
- Staff will work on a risk assessment with individual parents and children to ensure full procedures are agreed and in place to provide the correct support for challenging behaviours or any additional support needs. (SSSC Code 4.2 & 4.3). Full discussions between staff and parents will take place during this process to ensure information and steps are detailed as fully as possible. Information that will be considered (but not limited to):
 - Hazards. i.e., is the child a flight risk? Is there a possibility of breaching COVID guidelines?
 - Control measures. i.e., steps the staff will put in place to prevent/eliminate or reduce each hazard.
 - Actions staff will take. i.e., physical steps staff need to take to prepare/reduce each hazard.
 - Additional information. i.e., general notes that are relevant to the risk assessment such as knowledge of extenuating circumstances around the child. Learning the staff will be involved with. Dates of any meetings that have taken place. Any medical information known and relevant.
 - Parents will always be provided with a copy of the risk assessment and asked for feedback/suggestions to be included.
 - Parents and all staff are required to sign the assessment to acknowledge steps in place.
- Where a child's behaviour is dangerous or violent towards another child or member of staff or where it may put the other children at risk the parent/guardian may be called to pick up the child immediately. An incident report may be issued.
- If a child's negative behaviour has affected another child, the other child's parents may need to be informed. Staff will not mention the child's name when informing parents of any issues.
- If a child accumulates 3 incident reports, parents / carers will be asked to attend a meeting with staff to discuss. A plan may be put in place to work together in the interest of the child. The management committee reserve the

right to withdraw spaces immediately depending on the severity of the situation.

- Humiliation, threats, and physical punishment must NEVER be used.
- Restraint must never be used at any time. (SSSC Code 5.1).
- Physical handling will only be used to save a child from immediate danger (e.g., if they were to nearly walk out in front of a car, the staff member would pull the child back to safety).

Training:

Management will seek to provide staff members with opportunities to attend various training courses related to different behaviours. Staff are encouraged to regularly seek their own learning and to share this with their team. (SSSC Code 6.9).

COVID 19:

The company has a standardised set of rules regarding social distancing and hygiene to make the club as safe as possible for children and staff. These will be explained in a simple and clear manner and signs will be displayed around the club to remind the staff and children of them. It will be made clear to the children why these rules are in place and why they are important. These rules must be followed by all of the children, if a child is knowingly and consistently breaking these rules parents will be informed and an incident report may be issued.

- Children will be asked to wash their hands regularly; when entering the club from school, before and after eating, after using the bathroom, when moving from one area/room to another within the club.
- Older children (aged 12 and above) must remain 2 meters apart. Children aged 11 and below do not need to socially distance from each other however physical contact will be discouraged where possible. All adults must socially distance from each other.
- Children will be organised into to groups by age with designated staff members for each group. Children will play, eat and do all activities in these groups. This organisation allows us to comply with the governments Track and Trace system and reduces the number of people that the children come into contact with during their time with us.

SSSC Codes of Practice: <https://www.sssc.uk.com/the-scottish-social-services-council/sssc-codes-of-practice/>