



# Humpty Dumpty Pre-school

St. John's Church Hall, The Glebe, Felbridge, Surrey RH19 2QT  
Registered Charity: 1017357



Surrey County Council  
Early Years Quality Improvement Award

## POSITIVE BEHAVIOUR MANAGEMENT POLICY

At Humpty Dumpty Pre-School we aim to work towards an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. We understand that children flourish best when their personal, social and emotional needs are met and when there are clear and developmentally appropriate expectations for their behaviour. We believe in promoting and nurturing positive behaviour and are committed to teaching children how to behave in socially acceptable ways and to understand the needs and rights of others.

All staff, volunteers and students are required to provide a positive model of behaviour by being friendly, caring and courteous. Qualified Staff, either level 2 or 3, who have the knowledge and understanding of development and appropriate behaviour for individual children, will be assigned as Key Persons, (see Key Person policy) to ensure each child is reaching their full potential. In the event of any concerns regarding a child's behavioural development, advice will be sought from,

**Nikki Harris** (Pre-School Manager) - Nominated Lead Behaviour Management Liaison Officer

The nominated person will have attended appropriate training for this role and will continue to update training as necessary. The roles and responsibilities of the nominated person are to support and share information with staff, to help with strategies, access professional advice and to involve and support parents with information regarding their child and when reviewing the policy.

All staff, volunteers and students will be made aware of our Behaviour Management Policy in their induction process. (Induction procedure)

All parents will receive a copy of our Behaviour Management Policy when they first register at Humpty Dumpty Pre-School or at any time it is updated. Parents will then be required to sign a policy record as confirmation of reading, understanding and agreeing to the policy. If for any reason a concern is raised they must speak to the Manager before they sign the record. Parents will be asked to inform the nominated Lead Behaviour Management person of any on-going concerns they may have regarding their child's behaviour when they register at Humpty Dumpty Pre-School. This is to ensure appropriate strategies can be put in place in order that staff can continue to support all the children in an inclusive way.

### **Promoting Positive Behaviour**

In order to promote positive behaviour, Humpty Dumpty Pre-School will always aim to provide a suitable environment with age appropriate activities that will offer challenging opportunities for the children. We will provide suitable resources in relation to the boy/girl ratios in the setting that will be changed to suit their requirements, as necessary. We will encourage them to be responsible for their own actions and to support them with responsibility regarding their environment, e.g. looking after the toys, helping to tidy up, etc. In order to encourage and support children to understand positive behaviour we will discuss and display 'Our Golden Rules'. The children will be involved with the decision regarding the 'Golden Rules' and they will be discussed and renewed, if necessary, every half term.

At Humpty Dumpty Pre-School we recognise and embrace individuality and differences and we understand that acceptable behaviours and interactions often vary between cultures. Staff

respect and value these differences and always approach positive behaviour management in a culturally sensitive manner.

Staff always set a good example by acting as good role models and maintaining a consistent approach. Staff model how to share resources, playing together, problem solving and negotiation in order to promote positive behaviour. We always look out for and praise positive behaviour such as when children are playing, taking turns or sharing in a positive way, etc. We reward this behaviour verbally, with smiles, thumbs up or with visual aids such as our feelings clouds. When we talk to the children we do not shout, but keep our voices positive and our language clear and concise. We use children's names at the beginning of our sentence to reinforce who it is we are talking to and when giving instructions we use language, age appropriate to the individual child. We always get down to the child's level and have eye contact when we are talking to the children and we try to use the positive rather than the negative such as, 'Please walk' as opposed to 'Please don't run'. We prefer to use distraction to avoid a situation and we always try to ignore unwanted behaviour, as it will often stop if it is being used to seek attention. We believe that praise always works more effectively than criticism. We do not threaten or use corporal punishment to a child or threaten or use any punishment that could adversely affect a child's well-being. (Safeguarding and child protection policy) We work in partnership with parents to promote positive behaviour by awarding 'Wow moments'. This is an incentive for the children to use positive behaviour not only in the setting but to continue their positive behaviour at home.

### **Physical Intervention**

In the event of unacceptable behaviour that is likely to cause harm to the child, other children, staff or serious damage to property, it might be that physical intervention becomes necessary. Physical intervention is when a child may need to be held to stop them from hitting, kicking etc. If physical intervention is used an incident report will be written and parents will be informed within 24 hours.

The incident report will contain:

- The name of the child
- The name of the staff member who used the physical intervention
- The date, time and place of the incident
- The circumstances and factors leading up to the incident
- The nature of physical intervention used
- The names of any witnesses
- Any injuries that occurred during the incident
- Any further action taken and parents' signatures

The information will remain confidential and will be stored under 'Incidents' in the filing cabinet.

Any parents who wish to make a complaint against a member of staff, who has used physical intervention on their child, can do so following the complaints procedure. (Displayed on notice board in the Pre-School).

### **Unacceptable Behaviour**

If in the event a child becomes cross or displays unacceptable behaviour, we will encourage the child to move away to a quieter area so they may have a chance to calm down. Once calm we will talk to the child about their behaviour and if necessary use visual aids to help them understand the consequences of their behaviour. We will listen to what the child has to say and acknowledge their feelings, reassuring them that it is their behaviour that is unacceptable and not them as a person. We will support them to identify and understand their feelings and deal with them in an appropriate way. If appropriate, we may occasionally apply a sanction but this would only be if the behaviour encroached on the other children's well being and safety. Children will not be sent out of the hall or humiliated for unacceptable behaviour.

In the case of continuing unacceptable behaviour we will use objective observations that will help us monitor the behaviour to determine whether a pattern of unacceptable behaviour is forming. For example, it may be at a certain time of the day or during a particular activity. Parents will always be informed of any unacceptable behaviour and information of the child's behaviour at home and elsewhere will be discussed. Strategies will then be discussed with the parents and if agreed, a SEND Support Arrangement (SSA) will be completed.. Parents will be asked to sign the SSA and be given a copy. The strategies on the SSA will then be monitored on a daily basis to record any progress and reviewed every 6 weeks. It might be that further advice on the behaviour would need to be sought from an Early Years advisor who would come in, with parent's permission, and do an informal assessment on the child. They could then help with further strategies or possibly advise professional help. Any information regarding the child would be held in the strictest confidence and only disclosed to those persons who need to be involved. (Confidentiality policy)

**Bullying**

Humpty Dumpty Pre-School takes bullying very seriously. Bullying comes in many different forms but always involves the intimidation or harming of others by persistent physical or verbal abuse. We constantly promote the children's self-esteem and individuality to enable them to be of strong character and to strive in whatever they do. We promote equality; diversity and inclusion to ensure the children are aware of different cultures, religions, backgrounds, etc. and to respect and embrace these differences in one another. We promote 'Be kind to others' as one of our 'Golden Rules' and we discuss with the children the meaning of this on a regular basis. We encourage and support children to hold up their hand and say 'Stop' if they do not like what other children are doing or alternatively speak to a member of staff. This is also the case if they see their friends in the same situation.

If a child was a victim of bullying we will listen to the child and acknowledge the situation. We will take what the child tells us seriously to reassure them they have done the right thing and support them thereafter to ensure their well being. We will explain to the child who is doing the bullying why their behaviour is unacceptable and encourage co-operative play to develop social skills. We will praise their acceptable behaviour in order to promote positive behaviour. We will offer support to both parties and discuss issues through play, story and circle time to discourage further bullying.

In the event of bullying, we will write an incident report and the parents of all children concerned, will be informed. Staff will be informed of the incident to ensure all children continue to be included and supported while in the setting. If necessary, strategies will be discussed with parents and put in place to prevent further bullying.

Any information regarding the child, who has harmed or bullied another child, will remain confidential.

All children, at certain stages of their development can develop unacceptable behaviour and it is our duty to support the children through these stages. At Humpty Dumpty Pre-School we will not tolerate any form of labelling as it is a recognised form of bullying. Therefore, action may be taken against any persons heard to be doing so.

*This policy was adopted by Nikki Harris for Humpty Dumpty Pre-School on Wednesday 6<sup>th</sup> August 2014.*

*It was reviewed and updated by Nikki Harris on 2nd February 2017*

*Signed: ..... Chairperson Date: .....*