

## 2. BEHAVIOUR AND DISCIPLINE POLICY

This policy applies to everybody that is connected to the playgroup in anyway, staff, children, parents/carers, committee members, helpers and or visitors.

The rules of the group are that everybody should be treated with respect.

If there are any discrepancies amongst any of the adults or children in any combination it will be dealt with in a calm and sensible manner. We will not allow any physical or abusive behaviour to take place. This could result in dismissal from the playgroup or in extreme incidents a referral to the local authority or police.

Adults and children alike are expected to follow guidelines laid down in Health & Safety Regulations, Equal Opportunities and Discrimination Laws, Child Protection, Education, Confidentiality, Special Education Needs and Employment.

A brief outline of Royston Playgroups rules are indicated in the prospectus provided.

All other Laws and Legislation that need to be adhered to within pre-schools can be found at main libraries within Bromley Borough.

All adults in the pre-school will portray a positive image for the children and others. They will ensure that rules and guidelines are adhered to at all times. They will endorse desirable behaviour such as sharing, caring, effort, and praise when this is apparent. Positive steps are taken when children do not show these qualities, or when children do not behave in an acceptable way. No verbal abuse, physical aggression, bullying or physical discipline will be tolerated by anybody. Calmness is administered immediately to all situations regarding discipline or bad behaviour. Confrontation of action is then administered and then time to reflect and apologise or accept apology. Where appropriate this might be achieved by period of "time out" with an adult. Staff will have relevant in-house training on handling children's behaviour and this will also be discussed at staff meeting.

Childrens circumstances are taken into account, as are children with religious, cultural or special needs. Each situation is treated individually, with delicacy and compassion.

Physical abuse is not administered in any form and children will not be sent out of the room. One-to-one adult support is offered to the situation and the children concerned. Children are still learning and explanations can then be enforced rather than personal blame. It will be indicated that it is NOT the sort of behaviour that will be allowed and it is unwelcome in the playgroup.

Recurring problems will be tackled by the whole pre-school, in partnership with the child's parent/carers, using objective observation records to establish an understanding of the cause and future plans that could resolve any unwanted behaviour. We will work with parents on suitable strategies to use with the child. Outside professional assistance will be sought if the case continues and needs to be rectified by a neutral arbitrator.

Discipline and behaviour of staff is covered in Staffing/Employment and student's placements policy.

Physical intervention can be taken for the purpose of averting immediate danger of personal injury to any person, or child or to manage a child's behaviour if absolutely necessary. Where physical intervention is used records will be kept and parents informed on the same day or as soon as reasonably practicable.

Rules, policies and procedures are made within Royston playgroup that should be abided by for protection, safety, security and respect. A break down of these rules and policies could harm or cause distress.

PLAYLEADER SIGNATURE.....

DATED.....

COMMITTEE SIGNATURE.....

DATED.....