

Fun Behaviour Policy

Principles

The FUNdays Club Directors want all children attending the club to have a lot of fun and enjoy the activities they are taking part in. FUNdays Club encourages FUN behaviour at all times whilst appreciating that everyone (child and adult) have different needs and wants for fun to take place. FUNdays Club encourages FUN behaviour as long as it always keeps the **'High Five' Golden Rules**. It is recognised that there is a wide age range at FUNdays Club; the older children will be expected to behave respectfully to the younger children and act as role models. Older children will not be permitted to behave in a way which could have a negative effect on the younger children. When children make inappropriate choices, other children's sense of security and safety can be compromised. For this reason, all staff at FUNdays Club will expect all children to follow the FUNdays Club **'High Five' Golden Rules**.

We believe that all members of FUNdays Club have rights and responsibilities. The idea that rights are earned by following our responsibilities will be used to help children understand why they should follow the **'High Five' Golden Rules**.

| Rights | Responsibilities |
|--|--|
| <ul style="list-style-type: none"> ▪ Feel safe at FUNdays Club, emotionally and physically ▪ Be treated with respect ▪ Be treated fairly ▪ Value your opinion heard ▪ To learn. | <ul style="list-style-type: none"> ▪ Behave in a way that ensures others feel safe at FUNdays Club, emotionally and physically ▪ Treat other people with respect ▪ Be fair in how you do things ▪ Listen to others when they express their opinion ▪ Let everyone learn without interference. |

HIGH FIVE Golden Rules

| We will: | We will not: |
|--|--|
| <ol style="list-style-type: none"> 1. Behave respectfully, including using kind words and gentle hands 2. Be good listeners 3. Take care of our own and others safety 4. Care for equipment and our environment 5. TRY OUR BEST and HAVE FUN! | <ol style="list-style-type: none"> 1. Call each other names or use bad language 2. Talk whilst instructions are being given 3. Go outside the given FUNdays Club areas 4. Damage equipment or our environment 5. Make anyone feel unwelcome |

Aims

1. All children will follow the FUNdays Club **'High Five' Golden Rules** at all times.
2. All new children to FUNdays Club will be informed of the **'High Five' Golden Rules**.
3. All children will understand the rules and why they need to keep them.
4. Adults will always speak to children respectfully and calmly - a raised voice will only be used if the situation requires it for safety reasons.
5. All adults will follow a positive, consistent approach to rewards and sanctions.
6. Inappropriate behaviour will be recorded in a behaviour log if deemed necessary by the Duty Manager – however all children should feel that each new session is a chance to have a fresh start.
7. The child's behaviour will be questioned, not the child.
8. During FUNdays After School Club and FUNdays Early Morning Club sessions, adults will identify **'Super Stars'** – these children will be awarded **Golden Tickets, stickers** and sometimes **certificates** to mark their achievements. All children will be encouraged to celebrate their peers' achievements.
9. FUNdays Holiday Club standard day will always end with daily **'Super Stars'** who will be selected and praised in the closing meeting for the day. Parents will be informed informally where possible.
10. FUNdays Club Staff will strive to be fair in the way they award stickers and certificates.
11. Adults must not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children and young people is not acceptable in any situation. Corporal punishment is illegal and has no place in working with children.

Rewards: All adults will:

1. Use plentiful, sincere verbal praise whenever possible.
2. Encourage children to praise their peers for good behaviour choices and success in activities.

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3. Award stickers to mark children's success in activities or with following the rules.

Formal Step Approach to Sanctions: All adults will follow the formal consistent step approach to sanctions at a point that they feel it is appropriate:

- **Step 1:** An adult will draw the child's attention to the inappropriate behaviour and will explain why their choice is not acceptable. The adult will state the positive expectation.
- **Step 2:** An adult will issue a warning to a child, explaining what sanction will be carried out if they continue to choose the inappropriate behaviour. The sanction will be from the list of possible sanctions listed in the policy.
- **Step 3:** If the child continues, the child will be given a time out and asked to take time out from their activity. The supervising adult will invite the child back to the group after an appropriate period of time and will expect an apology from the child to themselves and to the other children involved if appropriate. The FUNdays Club Duty Manager must always be made aware of a sanction at this level.
- **Step 4:** If the child's behaviour does not improve, a FUNdays Club Manager will be informed and level 2 action (see below) will be taken by the Manager. In the cases of children with specific needs for behaviour, a special programme will be drawn up in conjunction with the child's parent/carer that may override this step system or other aspects of this policy.

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If a FUNdays Club Manager has been called to deal with an incident they will always try to resolve the matter through restorative justice. The aim of a restorative meeting is to try and prevent the behaviour from repeating itself. Should an incident arise, the following 4 questions will be asked:

1. What happened?
2. How did you feel? How did the other people feel?
3. What could you do next time?
4. How are you going to make it better?

FUNdays Club considers there to be different levels of behaviour dependent upon the age/stage of the child, the misdemeanour and whether the behaviour still continues after the sanction has been employed.

Level 1: Low level disruption e.g. interrupting when instructions are being given. Initially the FUNdays Club staff member can deal with this by using a range of the sanctions as outlined in **Appendix C** before using the formal stepped approach. If this does not alter the behaviour of the child then it will be escalated to Level 2.

Level 2: Disruption or behaviour that prevents others from enjoying themselves, learning or repeated behaviour from Level 1. Sanctions at this level will have a FUNdays Club Duty Manager involved. Sanctions might include agreed time-outs, phone calls to parents, behaviour contracts or loss of privileges. Parents will always be informed if a Manager has to be called to deal with the behaviour of a child.

Level 3: Disruption or behaviour that will put themselves or others at risk or where the level of defiance causes a FUNdays Club Manager to be called or repeated offences at Level 2. Parents will always be informed. The sanction could be loss of privileges – exclusion from a specific enrichment or active play session. The sanction could also result in a time-out until the point of collection. Parents could be asked to collect their child from FUNdays Club Following an early pick-up from a parent due to sanctions, a 'welcome back' meeting will take place between a FUNdays Club Duty Manager and a child before main activities start (this can be after the whole club welcome meeting).

The purpose of this welcome meeting is to:

- a. Explain the idea of rights and responsibilities.
- b. Emphasise the importance of the child following the '**High Five**' golden rules.
- c. Re-explain the formal stepped approach to sanctions.
- d. If a behaviour contract is to be put in place, to discuss this with the child to ensure that they understand it.
- e. To create a forum for the child to discuss any difficulties they are having.

Level 4: For serious misdemeanours when there has been a serious breach of the **Fun Behaviour Policy** or a continual repetition of Level 3 behaviour e.g. persistent disruptive behaviour or where allowing the child to remain in FUNdays Club would seriously harm the welfare of others in school. A FUNdays Club Director can decide to revoke a child's place permanently or temporarily at FUNdays Club for this level of behaviour at any time that they feel it is appropriate. If a child is allowed back into FUNdays Club, the parents must first attend a behaviour meeting with a FUNdays Club Director before the child is allowed back. A behaviour plan will be drawn up at this meeting or an outcome might be reached that the child will not return to FUNdays Club and have their place revoked.

As part of a behaviour plan, some children are dealt with in a specific way or have direct access to a FUNdays Club Duty Manager and this is to be included in the interpretation of this policy.

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Appendix C: Strategies to model, promote and reward positive behaviour:

- Staff congratulate children on anything well done
- Staff share good behaviour and other good news with parents
- Praise acceptable and appropriate behaviour
- Always adopt a positive manner with children, speaking in an appropriate tone.
- Regularly remind and draw attention to the 'High Five' Golden rules
- Modelling of appropriate behaviour by all adults
- Gestures of approval
- Quiet encouraging talk
- Private/public verbal praise
- General praise to the whole group for things going well when routines/rules are followed etc.
- Visit to other staff to share good work/good behaviour
- Modelling of behaviour by children - attention drawn to appropriate/required behaviour through praise etc.
- Encourage children to recognise and celebrate each other's effort
- Consider seating arrangements or positions in a group
- Positive behaviour reported to a FUNdays Club Manager for celebration.

Sanctions are used to reinforce the importance of an ordered community and to ensure a safe and positive environment. It is important to stress that it is the children's behaviour that is inappropriate, which does not affect the way we feel about them as a person.

- The look!
- The look accompanied with – name
- A reminder of the choices and consequences of repeated poor behaviour
- A verbal warning – this reminds the child that behaviour is not acceptable and requires modifying/changing
- Moved to a different position in the group
- Asked to walk around with the member of staff
- Sent to a different group
- Time out but remember a child must always be in sight of a member of staff specifically requested to watch them during time out
- Asked to discuss their behaviour
- Parents/carers informed of persistent problem behaviour
- Sent to a FUNdays Club Manager
- Request for a FUNdays Club Manager to speak to a child or deal with the behaviour
- Parents invited into FUNdays Club to discuss behaviour and appropriate behaviour management strategies agreed with parents
- Written contract of expected behaviour.

Staff will use their judgement to choose which types of praise or sanctions are appropriate for the child or situation.

Reviewed & Updated: September 2021

FUNdays Club will review this Fun Behaviour Policy and best practice at least annually. In addition, more frequent reviews will be undertaken following a change in safeguarding legislation; following the implementation of a new activity or service which involves contact with children; following a safeguarding incident within FUNdays Club (or one which directly concerns or affects FUNdays Club); and/or following a significant organisational change.