



## **Elstead & Villages Sure Start Children's Centre** **Behaviour and Discipline Policy**

### Aims

At our Children's Centre we aim to ensure that every member of our community feels valued and respected, and that each person is treated fairly and well. We promote good relationships, so that people can enjoy the activities provided.

This policy is designed to promote good/acceptable behaviour, rather than merely deter anti-social behaviour.

This behaviour policy is therefore designed to enable parents, carers and children to understand that they are responsible for their behaviour and to take responsibility for the choices that they make.

### Expectations

At the Children's Centre we expect every member of our community, adults and children, to behave in a considerate way towards others. We treat all parents, carers and children fairly and apply this Behaviour Policy in a consistent way.

We expect the Children's Centre to be a safe and secure environment.

All staff will ensure that parents, carers and children will know and understand what behaviour is expected and acceptable within Elstead & Villages Sure Start Children's Centre.

### Discipline

Elstead & Villages Sure Start Children's Centre has a No Smacking Policy and staff will encourage parents to use other discipline techniques/skills. To include:-

Using praise and positive reinforcement  
Encouraging sharing and negotiation  
Planned and controlled time out  
Challenging unacceptable behaviour not the child

When using the Children's Centre parents and carers will be responsible for the care and discipline of the children that they have brought with them to the Centre at all times. However Children Centre staff have the power to intervene when they feel it is necessary to safeguard a child e.g. if a child was being smacked or in a dangerous situation such as climbing on furniture.

### Acceptable behaviour in the Children Centre

When using the Children Centre's Play & Learn sessions, parents and carers will be given a copy of the behaviour guidelines. Children Centre staff will regularly reinforce these guidelines.

These guidelines apply to the Children's Centre buildings and outside areas.

In using the Children's Centre you agree to:

1. Be with your child at all times and be responsible for them.
2. Use mobile phones in emergencies only.
3. Adhere to the Centre's Equality & Diversity policy.
4. Tidy up together with your child, during the session and at the end.
5. This is a NO SMOKING environment.
6. We have a healthy food ethos and will provide water and a healthy snack at each session. We ask that you do not bring alternative snacks which could affect others who may have allergies.

[We are a Safeguarding Centre and policies to support this are adhered to.](#)

The Children's Centre has a No Smoking, No Drugs and No Alcohol Policy.

Please respect all Children's Centre staff.

### Sanctions

A parent will be given 2 verbal warnings before;

- a) They are given a written warning
- b) If the incident/s continue parents will be asked to not attend the Children's Centre until they are able to respond as requested

If a parent/child does something dangerous or makes a discriminatory comment to another child/parent the Children's Centre staff have the right to ask the parent/child to leave the Children's Centre activity straight away. The Children's Centre Manager will be made aware of the situation and in consultation with the Head Teacher decide the appropriate response.

At Elstead & Villages Sure Start Children's Centre we use a number of strategies to enforce the rules, and to ensure a safe and positive environment. We employ each strategy appropriately to each individual child and situation.

We expect children and parents to listen carefully to instructions during sessions.

The safety of every child is paramount in all situations. If a child's behaviour endangers the safety of others, the children's centre staff will stop the activity and ensure the children are made safe. This may involve asking the parent to remove a child from the room, or removing other children from the room.

If a child repeatedly acts in a way that disrupts or upsets others, the Children's Centre Manager will speak with the child's parents and arrange an appointment in order to discuss the situation, with a view to improving the behaviour of the child.

### Bullying

The Children's Centre does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we shall take immediate measures to stop any further occurrences of such behaviour.

### Physical Contact and Intervention

Children Centre staff, do not hit push or slap children. Staff will only intervene physically to prevent an injury to a child.

### The role of Children's Centre staff

The Children's Centre staff will inform all parents of the rules and the policy.

The Children's Centre staff will ensure that all parents receive information and Guidelines leaflet.

It is the responsibility of the staff members within the session to ensure that the rules are respected during activities and that individuals are encouraged to behave in a responsible manner.

Children's Centre staff will treat each child and parent fairly and reinforce the rules. Children's Centre staff will treat all children and parents in the centre with respect and understanding.

Children's Centre staff will liaise with external agencies, with the parent's permission, to promote the development of each child. Staff members may, for example if approached, discuss the needs of a child with the health visitor.

Children's Centre staff will follow the Centre's safeguarding procedures if they have concerns about a child's welfare or safety.

Children's Centre staff will consult with the Centre Manager if they are concerned about the behaviour or welfare of a child or parent/carer.

### The role of the Children's Centre Manager

It is the responsibility of the Children's Centre Manager to implement the Children's Centre Behaviour Policy consistently and to report to the Governors, when requested, on the effectiveness of the policy.

It is the responsibility of the Children's Centre Manager to ensure the health, safety and welfare of all children using the centre.

The Children's Centre Manager shall support and help staff implement the policy.

The Children's Centre Manager keeps records of all reported serious incidents.

The Children's Centre Manager will consult with the Head Teacher to discuss and decide on appropriate responses to serious inappropriate behaviour. In the event that a parent, carer needs to be temporary or permanently excluded the sanctions on page 2 will be followed.

### The role of parents

We explain the Children's Centre rules in the Play and Learn Guidelines leaflet and we expect parents to read these and follow them.

### The role of Governors

The governing body has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The Governors support the Children's Centre Manager in carrying out these guidelines.

The Children's Centre Manager has the day-to-day authority to implement the behaviour and discipline policy, but Governors can give advice to the manager about particular disciplinary issues. The Manager must take this into account when making decisions about matters of behaviour.

### Monitoring

The Children's Centre Manager monitors the effectiveness of this policy on a regular basis. She also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

The Children's Centre Manager reports any discriminatory incidents to the Governors. The Children's Centre will record incidents of misbehaviour. Staff will record any incidents during sessions on an Incident form. The Children's Centre Manager records those incidents which require their involvement.

The Head Teacher keeps a record of any parent/s who are temporarily or permanently excluded from the centre. It is the responsibility of the governing body to monitor the rate of suspensions and exclusions, and to ensure that the Children's Centre policy is administered fairly and consistently.

### Review

This policy will be reviewed every 2 years. They governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.