

Tulips Day Nursery

Behaviour Management Policy

POLICY FOR NURSERY BEHAVIOUR AND DISCIPLINE

The Tulips Day Nursery wishes to provide an environment that is safe and stimulating for the children in our care. In order to ensure that this is so, we have introduced a policy with set procedures to create a calm, secure and happy working environment for all.

We have a Code of Conduct that sets out, in general terms, how we expect our children to behave at nursery and on visits. The Code of Conduct is agreed with the children (age dependant) when they join the Nursery and periodically when needed. All children are expected to behave according to the guidelines set out in the Code.

Aims

- ◆ To develop a Behaviour Policy, supported and followed by the nursery – parents, staff children and Directors – based on a sense of community and shared values.
- ◆ To foster a caring, family atmosphere, in which care and education can take place in a safe and happy environment.
- ◆ Through the Nursery Curriculum, to teach moral values and attitudes as well as knowledge and skills. (This will promote responsible behaviour, self-discipline, self-respect and respect for other people and property).
- ◆ To reinforce good behaviour, by providing a range of rewards for children of all ages and abilities, rather than simply to punish bad behaviour.
- ◆ To make clear to children the distinction between minor misdemeanours and serious misbehaviour and the sanctions that will follow any misbehaviour.
- ◆ To resolve behavioural problems in a caring and sympathetic manner as they occur, in the expectation of achieving an improvement in behaviour.

Code of Conduct

- ◆ All members of the nursery should respect one another.
- ◆ All children should acknowledge the authority of, and respect, their teachers and other adults.
- ◆ All children should show regard for their fellow pupils.
- ◆ All children should respect their own, other people's property as well as nursery property.
- ◆ The Tulips Day Nursery expects children to be well-behaved, well-mannered and attentive.
- ◆ Children should walk (not run) within the Nursery.
- ◆ If a child has a grievance against another child, it should be reported to a member of staff, who will take appropriate action.
- ◆ Physical violence is never acceptable, neither is retaliation. Repeated or serious incidents will lead to exclusion.
- ◆ Foul or abusive language should never be used.
- ◆ Children should not bring sharp or dangerous instruments to nursery.
- ◆ Children should wear comfortable and weather appropriate clothes. Jewellery should not be worn.

This Code of Conduct has been formulated with the safety and well-being of the children in mind, and to enable the nursery to function efficiently as a place of care and learning.

Incentive Scheme

A major intent of this policy is to encourage pupils to exhibit good behaviour; this is reinforced with a system of praise and reward for all children.

The Tulips Day Nursery's scheme is based on Awards, through which children can be rewarded for academic and non-academic achievements, for effort and for being caring, and for all aspects of good work and behaviour.

The children are divided into age groups. Children are awarded Merits for thoughtfulness, being helpful, good work, and so on. Each team's Merits are counted at the end of the week, Individual certificates will be awarded throughout the year.

Incentive stickers are given to every child. In addition, each class teacher gives oral or written praise.

Children may display their achievements, both in and out of Nursery. Most children respond to a positive approach where their efforts are acknowledged and make considerable efforts to improve their work and, when necessary, their behaviour.

Sanctions

There will be times when children behave unacceptably. Children need to discover where the bounds of acceptable behaviour lie, as this is a part of growing up. A Behaviour Policy should state these boundaries clearly and firmly.

Minor breaches of discipline are dealt with by the class teacher, in a caring, supportive and fair manner, having regard to the age of the child.

Each case is treated individually. Generally, children are reminded that they are responsible for their own actions and that breaking rules has consequences.

Normal sanctions include an oral reprimand and reminder of expected behaviour, loss of free time (such as breaktimes), moving in class to sit alone and loss of a responsibility.

If the unacceptable behaviour is persistent or recurring, parents become involved. Children might then be placed on a daily or weekly report system, with parents' support, to monitor their behaviour.

Major breaches of discipline are physical assault, deliberate damage to property, stealing, leaving the Nursery premises without permission, verbal abuse, refusal to work, and disruptive behaviour in class. Tulips nursery has a standard procedure for serious breaches of discipline. Failure to improve at any stage leads automatically to the next stage; each stage is recorded by the Nursery.

This type of behaviour is rare at Tulips nursery and it is the duty of the Manager or the Deputy to deal with it promptly, particularly if the problem persists.

Procedures for Dealing with Major Breaches of Discipline

- ◆ An oral warning by the Manager or Deputy concerning future conduct.
- ◆ Withdrawal from the classroom for the rest of the day.
- ◆ A letter to parents informing them of their child's unacceptable behaviour.
- ◆ A meeting with parents, at which a warning is given about further sanctions, unless there is an improvement in the child's behaviour.
- ◆ If the problem is severe or recurring, exclusion procedures are implemented – after consultation with the Governing Body.
- ◆ A case conference with parents and support agencies.
- ◆ Permanent exclusion, after consultation with Directors.
- ◆ Parents have the right of appeal to the Directors against any decision to exclude their child.

NB: A particularly serious problem could result in suspending the normal procedure and a child being taken home straight away.

Parents

Parents can help by recognising that an effective Nursery Behaviour Policy requires close co-operation between parents, teachers and children. Parents should discuss the Nursery rules with their child, emphasising that they support the rules.

Attending Parents' Evenings and parents' functions and by developing informal contacts with Nursery helps to reinforce their support for the Policy. Learning and teaching cannot take place without sound discipline and parents should recognise that staff will deal with behaviour problems patiently and positively.

Care and Control of Children

Staff have a responsibility to provide interesting, challenging and well-paced lessons that motivate and engage the interest of pupils.

Staff should always promote good behaviour through praise and rewards. Staff should never chastise a child physically.

If there is a need for sanctions, the following may be invoked, depending on circumstances:

- ◆ redirect to another activity
- ◆ talk to the child – discuss what has happened
- ◆ discussion in groups or whole class
- ◆ move the child from the group to work on his/her own
- ◆ repeat work
- ◆ miss breaktime (but must be supervised)
- ◆ Pastoral Care Support Programme
- ◆ remove child from the class – place with Manager or in another class
- ◆ parental involvement
- ◆ daily report
- ◆ sanctions as in Discipline Policy.

Serious incidents are recorded in the Incident Book.

Incident Book

This is used to record:

- ◆ any incidents involving a child, or anyone employed in Nursery, resulting in personal injury or damage to property
- ◆ loss, theft, or damage to property
- ◆ any other incidents or matters of a serious nature.

These incidents are ones that might give rise to disciplinary or legal action or become a matter of public interest. Incident Forms should be used to record all details, and are available from the Manager.

Discipline Book

This is used to record significant disciplinary measures taken by a member of staff against a child. Exclusion must always be recorded. This book is not for minor incidents in day-to-day classroom management but for serious occurrences of challenging behaviour.

Challenging Behaviour

Challenging behaviour can take the form of verbal abuse, physical abuse, assault, defiant refusal, and absconding.

Preventative Strategies

See sanctions above and Discipline Policy procedures.

Intervention

If a child attacks another child or adult violently and refuses to calm down, then physical restraint is necessary. The child is removed and taken to the Manager.

An Incident Form is completed and the situation discussed with the Manager or Deputy, who will work with the member of staff and parents to devise an action plan to meet that child's and the Nursery's needs. This might include the involvement of other agencies –Social Services, etc.

For further guidance, refer to the Nursery Policy or DfES circular 10/98 *Use of Force to Control or Restrain Pupils*,.

Behaviour Modification Policy

At Tulips Nursery, the majority of children behaves well. There are, however, occasions when individual children exhibit behaviour that is unacceptable. As part of our Discipline Policy of rewards and sanctions, all staff use behaviour modification strategies to change an individual child's behaviour.

Each child is unique, so we investigate the cause of the misbehaviour and apply an appropriate remedy.

Various rewards are used to reinforce positive behaviour:

- ◆ change in classroom organisation
- ◆ using different resources
- ◆ using SNAP, whereby small progressions are devised for the child <(e.g. sitting on chair for a given length of time, putting hand up to answer questions)>
- ◆ rewards of stars/smiley faces on work, on charts and in special books

- ◆ use of certificates, special stickers for such things as listening, being kind, helpful, and so on
- ◆ commenting on a child's good behaviour to other children/other classes
- ◆ showing achievements in Assembly
- ◆ involving parents at an early stage to co-operate on an action plan.

By using a positive system of rewards and reinforcing good behaviour, <Nursery name> fosters children's positive self-esteem.

Further information

Useful Documents and Resources

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| DfES/Home Office | Social Inclusion: Pupil Support (Circular 10/99) |
| Stationery Office Chaired | Discipline in Nurerys: Report of the Committee of Enquiry by Lord Elton 1989 (reprinted 1997) |
| DfES/ Home Office | Dealing with Troublemakers 1997 |
| DfES | The Use of Force to Control 10/98 or Restrain Pupils |
| Folens Publishers | Primary Professional Development: Behaviour Management & Policy (FA6505) |