# Behaviour Management Policy

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| Policy created | 01.09.2008 | Version number | 9.1 |
| Last reviewed | 01.11.2026 | Next review date | 01.11.2027 |

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. The Setting Manager has overall responsibility for issues concerning behaviour.

In order to achieve this, the following applies:

- At pre-school the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are implicitly embedded in our settings practice and reference through our policies.
- All adults will endeavor to provide a positive model for the children with regard to friendliness, care and courtesy and to offer strategies for handling any conflict.
- Rules governing the conduct of the Pre-school and the behaviour of the children will be discussed and agreed within the Pre-school and explained to both children and adults, if necessary.
- All adults in the Pre-school will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour.
- Adults in the Pre-school will help the children to challenge bullying behaviour appropriately.
- Adults in the Pre-school will praise and endorse desirable behaviour such as kindness and willingness to share.

Adults in the Pre-school will ensure they are aware of, and respect, a range of cultural expectations regarding interactions between people.

From time to time children may behave in an unacceptable way. In these circumstances the following will happen:

- They will be given one-to-one adult support in seeing what was wrong and how to cope more appropriately. Where appropriate, this might be accomplished by a period of time away from other children with an adult.
- Children will never be sent out of the room by themselves.
- Physical punishment of any kind, such as smacking or shaking, will be neither used nor threatened.

- Techniques intended to single out and humiliate individual children will not be used.
- Physical restraint, such as holding, will be used only to prevent physical injury to children or adults and/or serious damage to property. Any significant event of this sort will be recorded on an incident form and the child's parents/carers asked to sign this at the end of the day.
- In cases of serious misbehaviour, such as racial or other abuse and bullying, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame.
- In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- Adults will not shout, or raise their voices in a threatening way.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.
- Recurring problems will be tackled by the whole pre-school, using objective observation records to establish an understanding of the cause.
- Adults will be aware that some kinds of behaviour may arise from a child's special needs
- Parents are regularly informed about their children's behaviour. The Pre-school staff work with parents to address recurring inconsiderate behaviour, using observation records to help to understand the cause and to decide jointly how to respond appropriately.

**Incident Forms**

Incident forms will be completed when any incident has occurred. This will include things such as physical restraint and a child biting or injuring another child or adult.

A separate form will be completed for each incident. Completed forms must be signed by the child's parent/carer and then filed in the filing cabinet and locked.

Completed forms should be reviewed each term by the Safeguarding Designated Officer to look for any patterns or changes to Pre-school that could be made.

## Document History

| Date | Change details | Reviewed by |
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| 15/01/10 | Added Play Leader having overall responsibility. Included the aspect of including parents if there are behavioural problems. | Shelley Robinson |
| 09/02/11 | Clarifying that it is the Safeguarding Designated child protection person who reviews completed incident forms | Jackie Crowe |
| 07/03/12 | Changing responsible person and storage of incident forms | Jackie Crowe |
| 26/09/12 | Changing person responsible to Clare Livingstone | Jackie Crowe |
| 23/02/13 | Changed Safeguarding Designated child protection person to SDO to be consistent with other documents. | Rowan Pettitt |
| 18/09/13 | Updated logo | Julie Pearce |
| 1/04/14 | Changed the location of the blank incident forms, changed playgroup to pre-school | Julie Pearce |
| 29/01/15 | Minor drafting amendments. Moved point about adults' awareness of cultural understanding to the first list, as being more appropriately located there. | Ellie Hibberd |
| 12/10/15 | Policy reviewed – changed Clare's name to read 'Settings Manager' | Rowan Pettitt |
| 03/08/16 | Policy reviewed – no changes. | Rowan Pettitt |
| 01/12/17 | Policy reviewed – no changes. | Rowan Pettitt |
| 02/10/18 | Policy reviewed – no updates | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | Donna Manser |
| 07/10/19 | Added 'At pre-school the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are implicitly embedded in our settings practice and reference through our policies' to the first set of bullet points. | Clare Livingstone |
| 23/10/20 | Policy reviewed – no updates | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no updates | Anna Shelbourne |
| 01/09/23 | Policy reviewed- no update | Charlotte Gibbins |
| 01/09/24 | Policy Reviewed- No update | Charlotte Gibbins |
| 01/10/25 | Policy reviewed. Changed "time out" to "time away from other children…" | Clare Livingstone |
| 01/11/26 | Policy reviewed – no updates | Clare Livingstone |