



Supersleuths Holiday Club

Church _____ Dates _____

Behaviour policy statement

Holiday club encourages and supports children to ensure they have a positive experience while with us. We aim to encourage a positive attitude in the children. Staff will value each child's efforts and interests and encourage confidence and self esteem. Assume the best from all children.

Any behavioural difficulties which occur will be dealt with quickly and in accordance with the guidelines set out below. Should any behaviour present a risk to safety, verbal abuse, physical injury then it will be referred to _____ (designated leader) to deal with directly and alongside leaders.

A short list of clear, positive golden rules will be displayed in every room with visual symbols to help children know the expectations of the session.

Behaviour management

- Children must never be physical punished
- Children should never be forcibly removed except in an emergency where they are in immediate danger.
- Children are not to sit on leaders' laps, nor should you hug the child unless they have hurt themselves. NEVER kiss them, even on the head.
- The leaders will refrain from shouting at the children unless as a means of attracting attention in order to maintain safety.
- Leaders must never call children names or humiliate them, regardless of the reason.
- When a child behaves in a way that disrupts or causes distress to others, then they may be taken to one side to discuss their behaviour with the leader.
- The leader will discuss with the child why the behaviour is occurring and how they might engage more effectively or what alternatives are available. The child should always have the opportunity to respond.
- Please consider WHY the behaviour is taking place, could it be a sensory issue or an anxiety? Leaders should ensure that they listen to the child without prejudice and support the child in expressing how they feel.
- A quiet place will be provided (for example, a quiet room or a tent in a corner of the room) where children may go for a little quiet time if needed. This should have some quiet calming activities such as fiddle toys, lego etc. All children should know that this is available to them if they need it and should be given the means to request some time out.

Appropriate responses to behaviour which challenges

- 1. Calmly remove child from situation and discuss the behaviour, focusing on the specific behaviour rather than the child**
- 2. If needed, allow the child time out – a named member of staff should be available to support this.**
- 3. Once the child has calmed down they should have the opportunity to return to the group for a fresh start and supported to do this.**
- 4. If the child does not calm down or repeats the behaviour, they should stay with a designated leader until they feel able to return to the group calmly or until the end of the session. This should not be punitive – it is simply removing them from a situation where things are clearly not working.**



Supersleuths Holiday Club

Church _____ Dates _____

5. If, once removed from situation, the child's behaviour escalates then the parents will be contacted by the designated leader.
6. The child will be given opportunity to apologise, as would a leader if they had said/ acted inappropriately, however an apology should not be forced from them as this will not be sincere and can convey the wrong message.
7. Leaders are to be consistent and fair in dealing with inappropriate behaviour.
8. Leaders must communicate with others on the team and must inform the designated holiday club leader. Only the designated holiday club leader will discuss behaviour with a child's parents
9. If a group of children are presenting with behaviour which challenges, they may be directed to separate activities or given the option of some time out. Leaders will be careful not to take sides in arguments and to facilitate opportunities to resolve any conflict in a more positive way.
10. No child will be excluded from holiday club unless their behaviour seriously endangers themselves, others or property or it is impractical to provide safe space and supervision for time out. In this case parents/carers will be asked to keep them at home for one session, to accompany their child to the holiday club, to bring them for a shorter session, or to complete a behaviour contract which specifically identifies the change in behaviour needed for the child to be able to take part safely.

Top tips for encouraging the best from children – but especially those with ASD or ADHD

- Speak clearly
- Direct and clear rules – e.g. stop!
- Use direct language
- Keep instructions short and simple
- Give the child time to process what they have heard
- Use the child's name
- Make sure your words and facial expressions match
- At start of activity explain the order of things, including what activity happens next
- Use pictures or examples to show children what to expect
- Use a visual timetable
- Give positive feedback when things go well