Behaviour Management Policy

Scallywags uses a range of positive behaviour management strategies to ensure the welfare and enjoyment of all children attending the Club. Working closely with our link schools and in partnership with parents, we aim to support children's behaviour through clear, consistent and positive approaches. All behaviour management is carried out in line with our safeguarding responsibilities (see our *Safeguarding Policy*).

Positive Behaviour

Scallywags promotes positive behaviour through strong relationships, clear expectations and consistent routines. We aim to help children develop self regulation, confidence and respect for others.

Scallywags rewards positive behaviour. We believe this builds an ethos of kindness, cooperation and mutual respect. This policy focuses on promoting positive behaviour and creating a safe, enjoyable environment for all children, rather than simply responding to behaviour that does not meet our expectations.

Positive behaviour is encouraged at Scallywags Activity Club through:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards
- Reward jar
- Marble jar
- Informing parents about individual achievements
- Offering a variety of play opportunities that meet the needs and interests of the children

Our focus is on helping children make good choices, understand the impact of their actions, and develop the social skills needed to play and interact positively with others. By building warm, trusting relationships between staff and children, and encouraging cooperation, kindness and respect, we create a safe and enjoyable environment where positive behaviour can flourish.

Club Rules

The Club rules are clearly displayed on the noticeboard, and discussed regularly with the children. The Club rules are:

- We respect each other and use kind words.
- We learn from our mistakes.
- We share toys and include others.
- We keep ourselves and others safe by making good choices.
- We listen to others and speak to them as we would like to be spoken to.
- We take care of toys and the property around us.
- We listen to instructions from adults and follow them the first time.
- We move around the Club safely.
- We stay in the areas we are allowed to be. We help tidy up and look after our Club.
- We use indoor voices when we are inside.
- We keep our hands and feet to ourselves.
- We include others in games and make sure everyone feels welcome.
- We talk to an adult if we need help or feel upset.

Supporting the right choice

Sometimes, as children are learning and developing, their behaviour may not meet the expectations we have at Scallywags.

When this happens, to keep everyone safe and ensure the Club runs smoothly, we also use a small number of clear instructions when needed. These are applied calmly, consistently and with consideration of each incident, they are:

1. Non-verbal reminder from an adult (e.g., eye contact or a gentle gesture).
2. Verbal reminder to help the child understand which rule or expectation needs to be followed.
3. Quiet conversation with an adult to explore what happened and support the child to make a better choice.
4. Change of place or supervision – if a child is not listening to instructions, they may be asked to move closer to a staff member or sit quietly for a short time.
5. Safety intervention – if behaviour puts others at risk, staff will stop the activity and the child may not take part for the remainder of the session. Parents/carers may be contacted depending on the situation.
6. Referral to the Manager – the child may be spoken to by the Manager, and parents/ carers will be informed.
7. Parent/carer meeting – parents/carers may be invited in to discuss how we can work together to support their child.
8. Repeated concerns – if a child is referred to the Manager three times in a term, a more formal discussion will take place to agree next steps.
9. Behaviour support plan – a meeting with the Manager to create a behaviour plan tailored to the child's needs.
10. Suspension from the Club - may be used when other strategies have not been successful. It provides time for reflection and allows the Club and family to agree how best to support the child moving forward; it enables supportive strategies to determined and put in place. Suspensions are carried out in line with our *Suspensions and Exclusions Policy.*
11. Exclusion from the Club – used only as a last resort when all other strategies have been exhausted and safety cannot be maintained. Exclusions are carried out in line with our *Suspensions and Exclusions Policy.*

If appropriate, some children may be supported in developing more positive Club behaviour through a behaviour plan. This plan can include agreed strategies, rewards, consequences and a clear timescale. Any behaviour plan would be discussed with parents before it is put in place, and reviewed regularly to ensure it is effective and meets the child's needs.

Restorative Approach

Alongside these strategies, Scallywags places strong emphasis on using the restorative approach. Once a situation has been made safe, staff support children to reflect on what happened, talk about their feelings and consider how their actions may have affected others. Restorative conversations help children resolve difficulties, repair harm and learn from mistakes. Our responses are always calm, proportionate and focused on helping children develop their social and emotional skills.

Restorative practice is based on a set of principles that encourage children to take responsibility for their behaviour and understand the impact of their choices. It provides a structured way for children to think through what happened, recognise how others may have been affected and identify what needs to be done to put things right.

Restorative practice is built around a small number of simple questions that guide children to reflect, repair and learn:

- What happened?
- What were you thinking and feeling at the time?
- What have you thought about it since?
- Who has been affected and how?
- How could things have been done differently?
- What do you think needs to happen to put things right?

These conversations help children develop empathy, problem-solving skills and confidence in managing their own behaviour. During times of reflection, children are encouraged to talk through the questions above, helping them take responsibility for their actions and understand how they can make things right. Restorative conversations can take place at any time whilst children are at the club, enabling our staff to support children calmly and consistently whenever difficulties arise.

This restorative approach is used throughout Scallywags and is embedded in the practice of all staff, including Level 2 and Level 3 play workers and volunteers.

Role of the play worker:
At Scallywags, we believe that positive behaviour in the Club is not just down to the children; our staff play an important part in creating the right atmosphere. When adults model kindness, set clear routines and build strong relationships, children feel secure, understood and ready to make good choices. Our play workers help set this tone every day, creating a calm, welcoming environment where positive behaviour can thrive.

Club staff are responsible for supporting positive behaviour within the Club by:
1. Creating and maintaining a stimulating environment that encourages children to be engaged and involved in play.
2. Modelling and reinforcing the Club rules; ensuring expectations are clear and consistent.
3. Building positive relationships with children, which may include:
- Greeting children warmly at the start of each session
- Establishing clear routines
- Providing toys and activities that are accessible and appropriate for all children
4. Communicating behaviour expectations clearly, using both verbal and non-verbal cues.
5. Highlighting and promoting positive behaviour, recognising and praising children's efforts and achievements.
6. Concluding each session positively, and starting the next session afresh.
7. Having a plan for managing low level disruption, using calm and consistent strategies.
8. Using positive reinforcement to encourage cooperation, kindness and respect.
9. Modelling respectful communication, showing children how to listen, share and resolve small disagreements.
10. Being aware of individual needs, adapting approaches for children who may need extra support.
11. Working as a consistent team, ensuring all staff apply rules and expectations in the same way.
12. Share concerns promptly with the Club Manager, ensuring that any emerging behaviour issues are recorded and monitored to identify patterns or emerging needs.
13. Communicate concerns to parents/carers when appropriate, working in partnership to support the child and maintain a positive, open relationship between parents and the Club.

14. Implementing the learning from regular staff training in positive behaviour management and safeguarding.

Role of the Leadership Team (Manager/Directors)
The leadership team plays a key role in ensuring that Scallywags is a safe, positive and well managed environment for all children.

Manager
It is the responsibility of the Manager to ensure that the Club's behaviour policy is implemented consistently and to report to the Directors, when requested, on how well the policy is working. The Manager also has overall responsibility for the health, safety and welfare of every child attending the Club.

The Manager supports staff in promoting positive behaviour by modelling high standards, ensuring the policy is followed, and providing guidance when staff need help in managing behaviour.

The Manager keeps records of all reported serious incidents of misbehaviour, ensuring concerns are monitored and responded to appropriately.

The Manager has the authority to issue suspensions to individual children for serious incidents. In cases of repeated or very serious behaviour, the Manager may permanently exclude a child. Where permanent exclusion is being considered, the Directors will be informed. The Manager will report the number of suspensions and exclusions to the Directors on a termly basis.

The Manager is also responsible for ensuring that all staff receive appropriate training in behaviour management. This includes regular refreshers, and opportunities to reflect on practice. Ensuring staff are confident and well-trained helps maintain a consistent, calm and supportive approach across the Club.

Directors
Our Directors are responsible for setting the overall guidelines for behaviour management at Scallywags and for reviewing how effective these are. They support the Manager in applying these standards consistently across the Club. The Directors ensure that behaviour expectations remain fair, consistent and in line with safeguarding requirements, and they review any serious incidents brought to their attention.
The Manager has day to day responsibility for implementing Scallywags' Behaviour Management Policy (July 2026). Directors may offer advice; the Manager will take this into account when making decisions about behaviour concerns.

Role of Parents and Carers
Scallywags works closely with parents and carers so that children receive consistent messages about behaviour both at home and in the Club. A strong partnership helps children feel supported and understand what is expected of them.

We encourage parents and carers to share any information that may help us support their child's behaviour, wellbeing or emotional needs. We annually ask parents to review all information on their registration forms

We ask parents and carers to support their child's behaviour and to work cooperatively with Scallywags. We will always inform parents and carers promptly if we have concerns about a child's welfare or behaviour.

If Scallywags needs to apply consequences as outlined in this policy, we expect parents and carers to support the actions taken. If parents or carers have concerns about how this policy has been implemented, they should first speak with the Manager. If the concern remains, they may speak with a Director . If the issue is still unresolved, our *Complaints Policy* can be followed.

Off site behaviour
This behaviour policy applies at all times when children are under the responsibility of Scallywags staff, including when walking from the Club to school and from school back to the Club. If behaviour falls below expectations during these times, our staged consequences, as listed above, will be applied.

Malicious Allegations
If a child makes an accusation against a member of staff and that accusation is found to be malicious, the Manager will apply staged consequences in line with this Behaviour Management Policy.

Please refer to our *Safeguarding Policy* for procedures relating to allegations of abuse made against staff.

The Manager will also consider the pastoral needs of any staff member who has been subject to a malicious allegation.

Meeting Individual Needs

Scallywags recognises its legal duty under the Equality Act 2010 to prevent children with protected characteristics from being placed at a disadvantage. As a result, our approach to managing behaviour may be adapted to meet the needs of individual children.

Scallywags' Manager will assess any child who displays persistent or concerning behaviour to determine whether they have underlying needs that are not currently being met. Where necessary, advice and support will be sought. When acute needs are identified, the Manager will liaise with the child's school and parents/carers to create a support plan and review it regularly.
In extreme cases the child may be suspended from the club whilst reviews are carried out with the parents and school

Monitoring and reviewing
The Manager monitors and reviews the effectiveness of this Behaviour Management Policy on a regular basis.
Reports will be provided to the Directors on how well the policy is working and, where necessary, recommendations will be made for further improvements. The Directors will review the Behaviour Management Policy annually.
The Manager keeps records of any child who is suspended or excluded in line with the *Suspensions and Exclusion Policy*.
The Directors are responsible for monitoring the rate of Suspensions and Exclusions and ensuring that Scallywags' *Suspensions and Exclusion Policy* is applied fairly and consistently.

Suggestions:
DO you need a section on reasonable force or do you have a separate policy?

Staff may use reasonable force to prevent injury or serious harm, in line with safeguarding guidance.

do you need a section on bullying? or again do you have a separate policy?

Bullying, including repeated unkind behaviour, will be addressed promptly and in line with this policy.