Behaviour management policy and procedure: (including anti-bullying)

Additional guidance:

In this policy parents refers to those with parental responsibility i.e. guardians and authorised care-givers

In line with the Rights of Children and Young Persons (Wales) Measure 2011 and the UN Convention on the Rights of the Child we believe that children in our care have the right to feel safe and valued as individuals, and it is our policy to model and promote behaviour that encourages mutual respect.

Physical punishment is not permitted in Wales following the passing of the Bill for the Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020. Further resources to support settings with the implementation of this Act, and the associated duties are available on the Welsh Government's website:

https://www.gov.wales/ending-physical-punishment-wales

It is the policy of *Ysgol Y Foel Out of School Club* to challenge any bullying, including and not limited to discrimination of any sort, that may be perceived during or beyond operating hours and directly related to the children, families and staff in Ysgol Y Foel Out of School Club.

It is our policy that everyone who attends, works in or visits *Ysgol Y Foel Out of School Club* has the right to enjoy the service we provide and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.

We do this by :

- Operating an effective equality and inclusion policy.
- Recruiting and employing staff who understand what is and is not acceptable behaviour and keeping our training up to date.

- Ensuring our staff (including volunteers and students on placement) present positive role models and attitudes.
- Applying a positive approach to managing children's behaviour which is based on praise and encouragement and planning activities that maintain engagement with children.
- Encouraging children to learn what is right and wrong, and involving them as they are able, in discussions about what is acceptable and what is not acceptable behaviour.
- Encouraging children to talk about their feelings, and learn to express them in appropriate ways, learning independent self-discipline.
- Supporting children, in an age-appropriate way, to understand body safety, personal boundaries and privacy, including that private parts are private. Staff will use clear, respectful and appropriate language, including correct anatomical terms where needed, and any safeguarding concerns will be recorded and managed in line with the safeguarding policy.
- Observing children within our daily routines, noting any changes of behaviour, and looking for 'triggers' such as hunger, tiredness, or frustration.
- Celebrating examples of good behaviour.
- Working with parents to understand and modify children's behaviour that is unacceptable.

When a child's behaviour is unacceptable, we respond by :

- Recognising, recording, and acting on negative behaviours as they occur, and responding positively to help children learn from negative behaviour incidents; and supporting any children impacted by negative behaviour incidents.
- Intervening as soon as an incident occurs.
- Establishing eye contact and using appropriate language with any child involved.
- A child may be removed from their current activity and settled in another.
- Helping children understand that it is their specific action/behaviour we do not like, not the child.
- Ensuring privacy and dignity as appropriate and considering a child's level of understanding and any personal issues that may have an impact.
- Showing support for any victim.
- Recording significant incidents and any action taken, informing parents when they collect their child.
- Using record keeping to identify when negative behaviour is repeated, or specific to an individual child/ children/ event.

If unacceptable behaviour continues, key staff will monitor and record the child's progress and share information with the child's parent and any relevant external professionals who may be involved. If unacceptable behaviour continues or presents an ongoing concern, advice will be sought from the Trustees and, where appropriate, Flintshire County Council

Education Team. Information sharing is in line with the confidentiality and safeguarding policies.

CIW will be informed of any changes to this policy and procedure within 28 days.

Previous approval / version	6 July 2026
Date revised	24 November 2026
Name / position	Mrs Napper – Person in Charge
Approval authority	Out of School Club Committee (delegated authority)
Date approved	_____
Signature on behalf of provider	_____
Next scheduled review	July 2027
CIW notified (if applicable)	_____