



Policy Document

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| Policy Area: | Behaviour management | |
| Date: | February 2016 | |
| Review: | August 2017 | Reviewed by: Esma Izzidien |
| Next Review: | August 2018 | |

Statement

Cardiff Montessori School (CMS) & Nursery believes that children flourish best when they know how they and others are expected to behave. Children gain respect through interaction with caring adults who act as good role models, show them respect and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings.

Children need to have set boundaries of behaviour for their own safety and the safety of their peers. Within CMS we aim to set these boundaries in a way which helps the child to develop a sense of the significance of their own behaviour, both on their own environment and those around them. Restrictions on the child's natural desire to explore and develop their own ideas and concepts are kept to a minimum.

We aim to:

- Recognise the individuality of all our children and that some behaviours are normal in young children but need to be managed appropriately
- Encourage self-discipline, consideration for each other, our surroundings and property
- Encourage children to participate in a wide range of group activities to enable them to develop their social skills
- Ensure that all staff act as positive role models for children
- Encourage parents and other visitors to be positive role models and challenge any poor behaviour shown
- Work in partnership with parents by communicating openly
- Acknowledge children's positive actions and attitudes, therefore ensuring that children see that we value and respect them
- Encourage all staff working with children to accept their responsibility for implementing the goals in this policy and to be consistent
- Promote non-violence and encourage children to deal with conflict peacefully
- Provide a key worker system in the nursery enabling staff to build a strong and positive relationship with children and their families
- Provide activities and stories to help children learn about accepted behaviours, including opportunities for children to contribute to decisions about accepted behaviour where age/stage appropriate



- Have a named person who has overall responsibility for behaviour management.

The named person *Kate Evans* for managing behaviour will:

- advise other staff on behaviour issues
- along with each class leader will keep up to date with legislation and research
- support changes to policies and procedures in CMS
- access relevant sources of expertise where required and act as a central information source for all involved
- attend regular external training events, and ensure all staff attend relevant in-house or external training for behaviour management. A record will be kept of staff attendance at this training.

Nursery and School rules are concerned with safety and care and respect for each other. Children who behave inappropriately by physically abusing another child or adult e.g. biting, or through verbal bullying, will be required to talk through these actions and apologise where appropriate. The child who has been upset will be comforted and the adult will confirm that the other child's behaviour is not acceptable. It is important to acknowledge when a child is feeling angry or upset and that it is the behaviour is not acceptable, not the child.

When children behave in unacceptable ways:

- Physical punishment such as smacking or shaking will be neither used nor threatened
- It may be necessary to use restraining action in an emergency, e.g. a child not understanding the immediate consequences of their behaviour such as dashing into a road and a member of staff having to pull them back. **(If restraint is used the incident should be recorded and parents notified on the day).**
- There may be times where children may have regular occasions where they lose control and may need separate techniques. This will only be carried out by staff who have been appropriately trained to do so. An incident form will be completed following any restraining used and parents will be notified
- Children will not be singled out or humiliated in any way. Where children use unacceptable behaviour they will, wherever possible, be re-directed to alternative activities. Discussions with children will take place as to why their behaviour was not acceptable, respecting their level of understanding and maturity
- Staff will not raise their voices (other than to keep children safe)
- 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
- It may be necessary for staff to ask a child struggling to behave appropriately to remain with a member of staff during their time in the nursery or school day until they are able to manage their behaviour independently. The teacher will explain to the child in words such as "You seem to be struggling today to keep your hands to yourself. I will help you by holding your hand today until you are ready to manage this yourself"
- How a particular type of behaviour is handled will depend on the child's age, level of development and the circumstances surrounding the behaviour. It may involve the child being asked to talk and think about what he/she has done. All staff will support children in developing empathy and this may include asking the child to apologise for their actions, where appropriate



- Parents will be informed if their child's behaviour is unkind to others or if their child has been upset. In all cases inappropriate behaviour will be dealt with in CMS at the time. Parents may be asked to meet with staff to discuss their child's behaviour, so that if there are any difficulties we can work together to ensure consistency between their home and our setting. In some cases we may request additional advice and support from other professionals, such as an educational psychologist (as an independent school, CMS will often not be eligible for funding for external advisors and this cost may need to be passed on to the parent / carer of the child)
- Children need to be supported in developing non-aggressive strategies to enable them to express their feelings
- Confidential records will be kept on any inappropriate behaviour that has taken place. Parents will be informed and asked to read and sign any incidents concerning their child
- All children will be supported to develop positive behaviour, every effort will be made to provide for their individual needs
- Through partnership with parents and formal observations, staff will make every effort to identify any behavioural concerns and the causes of that behaviour. From these observations and discussions an individual behaviour modification plan will be implemented where a child's behaviour involves aggressive actions towards other children and staff, for example hitting, kicking etc. **The Lead Teachers should complete risk assessments identifying any potential triggers or warning signs ensuring other children's and staff's safety at all times.** In these instances it may be that the child is removed from that area until they have calmed down.

Persistent unacceptable or aggressive behaviour

We recognise that when children behave in unacceptable and aggressive ways it is usually due to an unmet need or an inability of the child to express themselves in other ways. We aim to work in collaboration with parents / primary care givers to address any such behaviour. Examples of persistent unacceptable behaviour include: Refusing to follow instruction, causing disruption in the class, using rude words. Examples of aggressive behaviour include: Hitting, biting, pushing, threatening others.

Where the above mentioned strategies are not resolving the issue it may be necessary for the child to be excluded from the class while further investigation and planning is made. This is because persistent unacceptable behaviours / aggressive behaviour can have a serious impact on the other children in the class. All children in the class deserve to feel safe, secure and happy and this means we must consider the impact of any such behaviour on other children in the class.

As a last resort, if the Director of CMS and Lead teacher agree after consultation with the staff in the class that a child is persistently behaving in an unacceptable fashion or showing aggressive behaviour to staff or other children, that we feel unable to help correct then the child may be permanently excluded from the school and nursery.

Where a child is temporarily excluded fees are still payable provided such an exclusion is not more than 5 consecutive days and provided that during that time it can be demonstrated that the staff are attempting to plan methods for addressing the behaviour.



Anti-bullying

Please see the separate Anti-Bullying policy for more detailed information regarding this.

It is important to mention bullying when dealing with behaviour. Children need their own time and space. It is not always appropriate to expect a child to share and it is important to acknowledge each child's feelings and to help them understand how others might be feeling.

Children must be encouraged to recognise that bullying, fighting, hurting and discriminatory comments are not acceptable behaviour. We want children to recognise that certain actions are right and that others are wrong.

Bullying takes many forms. It can be physical, verbal or emotional, but it is always a repeated behaviour that makes other people feel uncomfortable or threatened.

Any form of bullying is unacceptable and will be dealt with immediately. At CMS, staff follow the procedure below to enable them to deal with challenging behaviour:

- Staff are encouraged to ensure that all children feel safe, happy and secure
- Staff are encouraged to recognise that active physical aggression in the early years is part of the child's development and that it should be channelled in a positive way
- Children need to be helped to understand that using aggression to get things is inappropriate and they will be encouraged to resolve problems in other ways
- Our staff are encouraged to adopt a policy of intervention when they think a child is being bullied, however mild or harmless it may seem
- Staff are ready to initiate games and activities with children when they feel play has become aggressive, both indoors or out
- Any instance of bullying will be discussed fully with the parents of all involved to look for a consistent resolution to the behaviour
- If any parent has a concern about their child, a member of staff will be available to discuss those concerns. It is only through co-operation that we can ensure our children feel confident and secure in their environment, both at home and in the nursery
- All concerns will be treated in the strictest confidence.

| This policy was adopted on | Signed on behalf of CMS | Date for review |
|--------------------------------------|--------------------------------|------------------------|
| <i>01/01/2016</i> | <i>E Izzidien</i> | <i>30/08/2016</i> |
| <i>Reviewed and updated 17/10/16</i> | <i>E Izzidien</i> | <i>1/8/2017</i> |
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| <i>Reviewed and updated 1/8/17</i> | <i>E Izzidien</i> | <i>1/8/2018</i> |

Agreed by Director:

Esma Izzidien

CARDIFF MONTESSORI SCHOOL

PLANTING SEEDS **GROWING ASPIRATIONS**

