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Alleyn's Children Courses Behaviour Policy

Name of Policy	Alleyn's Children Courses – Behaviour Policy
Reviewed by	Hannah Seppings
Date of review	September 2026
Date of next review	September 2027

Overview

Alleyn's Children Courses (ACC) has a responsibility for ensuring the safety and wellbeing of all children whilst attending a course or workshop.

ACC recognises the importance of encouraging positive behaviour as well as clear guidelines for staff dealing with poor behaviour. It is regarded as integral to the safety and wellbeing of the children in our care.

This behaviour policy offers guidelines to management, staff, the parent(s)/guardian(s), and children regarding acceptable behaviour whilst attending a course or workshop.

This policy also covers the course of action that will be taken if behaviour is deemed unacceptable. ACC strives to promote positive behaviour which should be honoured by every child and member of staff.

Code of Conduct

Upon signing a child into a course or workshop, the authorised adult agrees that their child/children will adhere to the below Code of Conduct:

- I will respect the property of others.
- I will be patient, honest, fair, and polite to others.
- I will not use abusive or offensive language.
- I will not be aggressive in the way I speak or behave towards others.
- I will be respectful and treat others as I would wish to be treated.

Parents and guardians are also expected to follow respectful behaviour guidelines and treat staff, children, and other adults with courtesy and consideration.

Alleyn's ROCCK Values

ACC follows the school values, the Alleyn's ROCCK (Respect, Opportunity, Curiosity, Courage, and Kindness). These values are embedded across every aspect of School life, including courses and workshops, and bring power and purpose to everyone in the Alleyn's community.

Strategies for Desirable Behaviour

- ACC aims to provide a calm, relaxed atmosphere where children can feel safe and secure.
- Staff will strive to raise self-esteem amongst all children by rewarding positive behaviour and actively discouraging poor behaviour.
- Staff will build a relationship with the children so that they feel valued and trusted, encouraging full involvement in all activities.
- Staff will provide a sense of community and belonging by recognising children who attend regularly and by remembering and using the names of all the children.
- Staff will speak appropriately to children and avoid shouting, swearing, offensive language and name-calling.
- Staff and children will:
    - Behave considerately and welcome all newcomers.
    - Respect the environment, buildings, equipment, and furniture and move around in a safe manner.
    - Maintain the cleanliness and avoid leaving litter in any facility.
    - At times behaviour may be unacceptable and, in such situations, discipline may be required.

Dealing with Poor Behaviour

If a child fails to follow the Code of Conduct, staff will follow the below protocol to deal with poor behaviour.

1. Remind children of the behaviour expected and the effect of their behaviour.
    - Staff should take the child to one side and explain what they have done and why this is not acceptable. The member of staff should indicate behaviour that is acceptable, so the child has the means to improve.
2. Outlining the consequences of continued inappropriate behaviour, giving warnings about inappropriate behaviour.
    - Children will be given a warning of the consequence of their actions (e.g. a timeout) should their behaviour continue to be inappropriate.
3. Imposing sanctions.
    - Sanctions should always be age appropriate.
    - Possible sanctions may include keeping a child back before an activity to discuss their behaviour or a short timeout from an activity. These should always be no longer than a few minutes and are used as a last resort.
    - Corporal punishment is not used at Alleyn's Holiday Camp, nor should it ever be used as a threat.
4. Informing the Manager.
    - Staff will inform the Manager where sanctions have been given.
    - The Manager will inform the adult picking up the children of the situation that occurred.

Continuation of Poor Behaviour

Should poor behaviour continue, and the child's behaviour doesn't show a marked improvement, the Manager should discuss part exclusion with the Commercial Courses Co-ordinator and/or Co-Commercial Director. If all agree, the Manager or Commercial Courses Co-ordinator will contact the parent(s)/ guardian(s) to request they pick up the child

straight away. Details will be recorded on an Incident Report Form. This is referred to as a 'Part Exclusion' and not a permanent exclusion.

If no improvement in the child's behaviour is seen, the Manager, Commercial Courses Co-ordinator and Co-Commercial Director will review the situation. If deemed completely unmanageable or dangerous to others, the Manager or Commercial Courses Co-ordinator will contact the parent(s)/ guardian(s) and the child will be excluded permanently from camp for the rest of the holiday period.

If deemed necessary, ACC reserves the rights to exercise any step of the above to deal with poor behaviour at any stage.

If a child is excluded, no refund will be made for any remaining days booked and any costs associated with the exclusion will be the parent(s)/guardian(s) responsibility.

The parent(s)/guardian(s) will be expected to collect children when informed of the exclusion. All exclusions will be recorded by the ASEL Office.

Any child permanently excluded may not be allowed to enrol on any future course or workshop, depending on the circumstances.

Bullying

ACC is committed to providing a positive experience for all children where they can have fun, make friends, and learn new skills in a safe and welcoming environment. ACC follows a zero-tolerance policy on discrimination, bullying or persistent poor behaviour of any kind, irrespective of any special needs. ACC encourages any child to let us know if they see or experience bullying so it can be addressed immediately.

ACC believes that bullying in any form is wrong and should not be tolerated, and that any environment that encourages bullying, or shows indifference to prejudice and discrimination is unacceptable.

- ACC believes that bullying is a behaviour choice and that anyone can be encouraged to change their behaviour.
- Staff are vigilant in monitoring daily activities and child interaction to check that bullying is not taking place.
- Staff will follow the steps of "Dealing with Poor Behaviour" should a case of bullying arise.
- If a child feels they are being bullied, they must let a member of staff know. The staff members will then inform the Manager who will immediately investigate the allegation. All cases of bullying will be reported to the ASEL Office.
- If the Manager deems the issue sufficiently noteworthy, they should inform the parent(s)/guardian(s) of the victim and offender, highlighting what has happened and the actions they have taken to deal with the situation.
- If dealing with a significant issue, an Incident Report Form will be filled out and the Manager will ask the parent(s)/guardian(s) of the victim to sign the Incident Report Form upon the collection of the child.
- ACC staff will continue to monitor the situation to ensure the child is not upset and can continue the day.

Discrimination

- ACC believes that all children and young people have intrinsic value and worth and ACC embraces their uniqueness and autonomy.
- ACC respect difference and welcomes diversity in children, young people and in society in general, and believes courses and workshops should be inclusive for all.
- ACC believes that children and young people should have the right to feel safe, secure, and valued, and that creating a safe environment free of bullying and discrimination is everyone's responsibility.
- ACC believes children and young people should actively participate in decisions that affect them and should be supported in taking responsibility for their choices and subsequent actions.
- ACC believes every child should be treated with respect and courtesy and no one should be bullied or discriminated against.

Special Education Needs and Disabilities

In line with the Equality Act 2010, the school supports pupils with special educational needs and disabilities, in order to help them understand and reflect upon their behaviour. Reasonable adjustments are made, when necessary, with the understanding they follow the school's behaviour policy.

Racial Harassment

An approach that supports diversity and equality involves creating a childcare setting where each child feels a sense of belonging. ACC Staff should observe and listen to children's play and adult interaction to identify any bias or discrimination, and then develop methods to deal with issues that arise. Every aspect of the setting comes into play: how children relate to each other; how staff relate to minority and majority children; how language is used; how and what discussions take place and what activities are undertaken.

Each ACC staff member has a duty to create and implement strategies to prevent and address racism; this includes:

- Recording all racist/discriminative incidents on an Incident Report From.
- Ensuring all recorded incidents are reported to the Manager and, when appropriate, to the parent(s)/guardian(s).

Parent(s)/guardian(s) have a right to know when racism occurs and the actions ACC will take to tackle it.

Dealing with Racial Discrimination

All staff working for ACC should be constantly vigilant of any racial harassment taking place. If a staff member suspects racism or discrimination taking place in any form, they must:

- Intervene firmly and quickly to prevent all forms of racial harassment, any allegation should be taken seriously and reported to the Manager and/ or Commercial Courses Co-ordinator.
- Each incident should be investigated and recorded in detail as accurately as possible using the Incident Report Form. This record should be available for inspection by staff, inspectors, and the parent(s)/guardian(s) where appropriate.
- The Manager is responsible for ensuring that incidents are managed appropriately and sensitively and recorded appropriately.
- Note any changes of behaviour.

Where an allegation is substantiated following an investigation, the parent(s)/guardian(s) of the perpetrators and victims should be informed of the incident and of the outcome. Any form of racial abuse will be dealt with seriously in accordance with the steps to deal with poor behaviour.

Physical Intervention

Physical intervention will only be taken for the purpose of averting immediate danger of personal injury to any person (including the child), or to manage a child's behaviour if necessary.

ACC keeps a record of any occasion where physical intervention is used, and parent(s)/guardian(s) must be informed on the same day, or as soon as reasonably practicable.

Staff may use reasonable force to prevent children from injuring themselves or others, or damaging property as the situation requires.

By agreeing to Terms & Conditions you agree to adhere to the policies and procedures outlined in this document.

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