



## Behaviour Policy

### Introduction

The Old Post Office Wellbeing Hub is a for-profit venue run for the following purpose:

*The Old Post Office Wellbeing Hub is a purpose-built space designed to be used by groups to enhance the wellbeing of children and young people, parents and carers, and professionals working in education.*

The Old Post Office C.I.C. is a not-for profit organisation which provides support for children, young people (and their families) who are struggling to attend mainstream education.

The Organisation is based at:

Springlands Farm, London Road, Mountfield, East Sussex. TN32 5LX.

The Organisation has adopted this 'behaviour policy' and expects every adult working or helping at The Old Post Office Wellbeing Hub, or on behalf of the Organisation, to support and comply with it. Consequently, this policy shall apply to all staff, volunteers and people using or renting the venue.

### Purpose of the Policy

This policy is intended to protect children and young people who receive any support at The Old Post Office Wellbeing Hub, or through the Organisation, including those who are the children of adults using the facility. Under this policy, the term children shall mean any person under eighteen years of age.

This policy relates to teaching and learning at The Old Post Office Wellbeing Hub, or on behalf of the Organisation, and the wider environment, and has been written to:

- enabling effective teaching and learning to take place;
- ensuring good behaviour in all aspects of school life;
- promoting the spiritual, moral, social and cultural development of pupils;
- creating a caring learning environment;
- contributing to a socially cohesive community.

This Behaviour Policy seeks to:

- create and maintain an environment that enables tutors to teach effectively and pupils to achieve and succeed;

- promote good behaviour;
- promote self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect;
- ensure equality and fairness of treatment for all;
- encourage consistency of response to both positive and negative behaviour;
- promote early intervention;
- provide a safe environment free from disruption, violence, bullying and any form of harassment;
- encourage a positive relationship with parents and carers to develop a shared approach, involving them in the implementation of the school's policy and associated procedures;
- promote positive relations between different groups within both the school and the wider community.

We are committed to engage all stakeholders in the development and review of this policy.

### Roles and responsibilities

The tutors who deliver sessions at The Old Post Office Wellbeing Hub, or on behalf of the Organisation, have responsibility for the behaviour management of their sessions and, as part of this, have overall responsibility for the behaviour of anyone attending their sessions in line with this policy. Parents / carers that stay with their children are expected to behave in a way that is set out in this policy.

The owners of The Old Post Office Wellbeing Hub/directors of the Organisation, (Paul and Anita Auer) are responsible for:

- establishing the policy for promoting good behaviour in consultation with tutors, associates, venue users, parents/carers and pupils;
- keeping the policy under review;
- ensuring that the policy is communicated to pupils and parents/carers;
- ensuring that the tutor's expectations about pupil behaviour are made clear;
- supporting tutors who face challenging behaviour;
- supporting the tutors to maintain high standards of behaviour;

- ensuring that the policy does not discriminate and that it advances equality and good relations between protected groups;
- ensuring that the concerns of tutors and pupils are listened to and appropriately addressed.
- are responsible for sharing the expectations of the behaviour policy and procedures;
- will support staff who face challenging behaviour;
- will ensure that the policy and procedures are applied fairly and consistently;
- will ensure that the concerns of pupils are listened to and appropriately addressed.

Tutors, and their support team, at The Old Post Office Wellbeing Hub, or on behalf of the Organisation, are responsible for:

- implementing the agreed policy and procedures consistently and fairly;
- providing mutual support to other team members to ensure consistent and fair implementation of the policy and procedures;
- advising the owners of The Old Post Office Wellbeing Hub/directors of the Organisation, (Paul and Anita Auer) on the effectiveness of the policy and procedures;
- ensuring that there is no differential application of the policy and procedures, including on grounds of ethnic or national origin, culture, religion, gender, disability, sexuality or socio-economic status;
- ensuring that the concerns of pupils are listened to and appropriately addressed.

Parents / carers, or any other adult who has parental responsibility for the child while at The Old Post Office Wellbeing Hub, are responsible for:

- taking responsibility for their child both inside and outside The Old Post Office Wellbeing Hub;
- are expected to work in partnership with The Old Post Office Wellbeing Hub, or representatives of the Organisation, to assist them to maintain high standards of behaviour;
- will be encouraged to raise any issues arising from the operation of the behaviour policy with the owners of The Old Post Office Wellbeing Hub/directors of the Organisation (Paul and Anita Auer)

Those receiving tutoring at The Old Post Office Wellbeing Hub/ through the Organisation:

- will be made fully aware of the school's policy, procedures and expectations;

- are expected to take responsibility for their own behaviour both on and off The Old Post Office Wellbeing Hub site
- are expected to take responsibility for their own behaviour both on and off The Old Post Office Wellbeing Hub site;
- are responsible for ensuring that they report incidents of disruption, violence and any form of bullying and harassment.

## Procedures

- will be developed by the owners of The Old Post Office Wellbeing Hub / directors of the Organisation in consultation with the tutors, and other key stakeholders;
- will make clear to pupils how acceptable standards of behaviour can be achieved;
- have a clear rationale that will be made explicit to tutors, associates, pupils and parents/carers;
- will help the policy to be applied consistently and fairly;
- should help every member of the team to fulfil their professional responsibility towards the whole community.

## Rewards

The Old Post Office Wellbeing Hub/Organisation believes that positive behaviour should be promoted and encouraged because they believe that children learn quickly when they get positive, consistent guidance. This means giving praise and attention when the team notice a child behaving well and using consequences when you need to guide them towards more positive behaviour.

To encourage positive behaviour, we expect our team at the Organisation and users of The Old Post Office Wellbeing Hub to:

- Establish 'ground rules' and expectations – word in a positive way, eg 'We will'..... not 'we wont'
- Give learners positive attention;
- Be positive role models;
- Tell the child how they feel in different situations, and when experiencing different emotions;
- Communicate with the learner at their level – physically, academically, emotionally and socially;
- 'Catch the child being good' as a way of praising positive behaviours;
- Focus on positive behaviour rather than negative / challenging behaviour;
- Actively listen;
- Repeat back the learners feelings as appropriate, "*It sounds like you are feeling sad because Bob wouldn't let you join in.*";

- Keep your word – if you say that you will do something, you must carry that through (positive and negative);
- create an environment which can influence positive behaviour (space, safety, stimulating, calm);
- Choose what is important and what can be ignored – focus on at least five positives to 1 negative to keep negative feedback to a minimum and reduce opportunities for conflict and bad feelings;
- Keep instructions simple and positive, and suitable for the learner’s age, needs and ability;
- Give children responsibility to build their self-confidence and self-esteem.

The Old Post Office Wellbeing Hub is happy for those leading events to provide their own rewards, but encourages them to be used as praise for meeting expectations of behaviour or achievement, and not as bribes to encourage positive behaviour.

## Sanctions

The Old Post Office Wellbeing Hub/Organisation believe in always dealing with negative behaviours in a positive, informative way first in all situations; eg give examples of natural consequences that encourage positive behaviour *‘If you wait for your turn, the game will run more smoothly and everyone will get a turn.’* However, we do recognise that consequences can sometimes be necessary to deal with a dangerous or ongoing issue.

To manage negative behaviour, we expect our team at the Organisation and users of The Old Post Office Wellbeing Hub to:

- talk to the learner about the natural consequences that their behaviour might cause: *‘If you don’t wait your turn, the game will be spoiled and the other children might not to play with you next time.’*
- consider a related or logical consequence: *eg if a child is being silly and spills their drink, they should clear it up, or if two children are fighting over a toy and cannot come up with a mutually-agreed solution, the toy should be taken away*
- if the situation needs immediate intervention, the tutor should remain calm and give the learner clear expectations of their behaviour. The tutor should look for the next opportunity to praise the learner if they are seen to correct this previous negative behaviour, *eg ‘Great turn-taking! This game is going really smoothly now.’*
- If a tutor has to speak to a child about their behaviour after they have hurt / upset another child, it should follow this format:
  1. Tell me what happened
  2. What were you feeling / thinking?
  3. Who has been affected?
  4. What are you feeling / thinking now?
  5. What needs to happen to put it right?

## 6. What could you do next time?

The Old Post Office Wellbeing Hub/Organisation does not encourage any sort of restraint or manual handling unless the situation requires it due to an immediate risk to themselves or others; considerations for this would be:

- pupil's behaviour and level of risk presented at the time of the incident;
- degree of force used;
- effect on the pupil or member of staff;
- the child's age.

Where many strategies have been tried but a learner's behaviour is not improving, it may be necessary to ask the parent / carer to remove them from the setting and the tutor should discuss with The Old Post Office Wellbeing Hub/Organisation whether this should be temporary or permanent.

However, The Old Post Office Wellbeing Hub/Organisation does appreciate the occasional need to have other types of physical contact with learners; we consider these to be examples of these:

- Holding the hand of the child at the front/back of the line when going to assembly or when walking together around the school;
- When comforting a distressed pupil;
- When a pupil is being congratulated or praised;
- To demonstrate how to use a musical instrument;
- To demonstrate exercises or techniques during PE lessons or sports coaching;
- To give first aid.

Taken from the DfE document: *Use of reasonable force: advice for headteachers, staff and governing bodies*:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444051/Use\\_of\\_reasonable\\_force\\_advice\\_Reviewed\\_July\\_2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf)

If physical intervention or restraint is used to deal with a dangerous incident, it must be reported to the parents / carers of the child and The Old Post Office Wellbeing Hub/Organisation's Designated Safeguarding Lead (Anita Auer – [anita.auer2021@outlook.com](mailto:anita.auer2021@outlook.com)) as soon as possible.

## **Equality**

The Old Post Office Wellbeing Hub/Organisation aims to be totally inclusive and ensure that all provision is fair and equitable. With regards to rewards and consequences, it is expected that these will be awarded consistency and that no group be more or less likely to receive them.

Our aim is to support everyone who is struggling with their education, this includes all learners with protected characteristics. As part of this, we make reasonable adjustments for learners who have a disability; Failure to make reasonable adjustments could result in a claim of unlawful discrimination. A court or tribunal will make a decision about what is reasonable as an adjustment. Regulation 4(1)(c) of

the Equality Act 2010 (Disability) Regulations 2010 (SI 2010 No2128) states that ‘a tendency to physical...abuse of other persons’ is an excluded condition from impairments of disability. However, the Upper Tribunal has ruled that this is incompatible with Section 3 of the Human Rights Act 1998. The case highlights the importance of schools ensuring that they seek to anticipate a pupil’s needs and make reasonable adjustments to meet those needs.

We use equality impact assessments to identify the needs of different groups of learners and to assess whether particular policies, procedures or practices are likely to have a positive or negative impact on the behaviour of particular groups of pupils; we undertake equality impact assessments of pupils who share a protected characteristic under equalities legislation (The Equality Act (2010) in England, Wales and Scotland, and section 75 of the Northern Ireland Act 1998 in Northern Ireland). Equality impact assessments of the behaviour policy should also include pupils with particular types of special educational needs (SEN)/Additional Support Needs (ASN)/ additional learning needs (ALN), pupils with caring responsibilities, looked after children and pupils from lower socio- economic backgrounds.

## Training, development and support

The Old Post Office Wellbeing Hub/Organisation is committed to ensuring that all users of its facilities receive appropriate, high-quality training, development and support on all aspects of behaviour management to support the implementation of the behaviour policy.

## Anti-social behaviours

The Old Post Office Wellbeing Hub/Organisation considers the following to be anti-social behaviours within its setting and therefore they are banned on their premises:

- smoking and vaping
- taking recreational drugs
- inappropriate vehicle nuisance or noise
- rowdy or inappropriate behaviour
- littering
- unrestrained animals – the owners of The Old Post Office Wellbeing Hub, and directors of the Organisation (Paul and Anita Auer) should be asked before an animal is removed from a vehicle as they have their own animals on the site
- trespassing

## Interrelationships with other policies

This policy should be read in conjunction with the following other important policies:

- Data Protection Policy / Privacy Policy
- First Aid Policy
- Photography Policy
- Privacy Policy
- Code of Conduct
- Complaints Procedure

This policy is approved and robustly endorsed by The Old Post Office Wellbeing Hub/Organisation and is due for renewal every year.

Signed \_\_\_\_\_ *Anita Auer* \_\_\_\_\_ Mrs Anita Auer (Safeguarding Officer)

Signed \_\_\_\_\_ *Paul Auer* \_\_\_\_\_ Mr Paul Auer (Director)

Date: 18.6.24

**Review Date: 18.6.25**