

# Swallowtails Behaviour Policy

SWALLOWTAILS



Approved by	Directors
Initial Ratification	12/9/2024
Next review due	12/9/2025

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## **Introduction**

‘Behaviour is the way we act and respond to people and to situations we find ourselves in’. ‘Behaviour is a language’. At Swallowtails we have high expectations of pupils behaviour as we aim to develop trusting, positive relationships based on mutual respect and kindness and to provide a secure and comfortable environment in the hope of minimising situations the student finds challenging, whilst also acknowledging that the children and young people who come to us will be challenged on occasion. We aim to help our young people manage this in a compassionate and positive way in the context of trusting relationships and a secure setting.

## **Aims**

This policy aims to:

- Provide a consistent approach to behaviour management
- Define what we consider to be unacceptable behaviour
- Outline how children and young people are expected to behave
- Summarise the roles and responsibilities of different people in the organisation community with regards to behaviour management
- Outline our system of rewards and sanctions

## **Definitions**

### **Minor Misconduct**

These are issues that may occur when our expectations are not adhered to but are not deemed Gross Misconduct. They may include but are not limited to:

- Failing to follow instructions
- Putting the self or others at risk
- Low level bullying (see bullying policy)
- Inappropriate language or jokes that reference criminal behaviour or explicit sexual practices

Minor misconduct and disputes between children are occurrences that Swallowtails instructors work positively to resolve, without using blaming or judgmental language, aiming to de-escalate a situation when emotions are high and explaining why certain behaviours present challenges rather than merely asserting authority.

## **Gross Misconduct**

Examples of Gross Misconduct include but are not limited to...

- Physical or verbal assault on another child or adult.
- Theft
- Drugs/alcohol abuse
- Inappropriate sexual behaviour
- Arson
- Criminal damage
- More serious bullying (see bullying policy)

De-escalation techniques will be used but staff may call emergency services if deemed necessary. Any incident that involves criminal behaviour will be reported to the police and breaches of our safeguarding policy will be reported to relevant authorities.

## **Roles and Responsibilities**

### **The Director**

It is the responsibility of the Director to:

- implement the behaviour policy consistently and to report, when requested, on the effectiveness of the policy
- support the staff by implement and model the policy; by setting the standards of behaviour and by supporting staff in the application of the policy
- ask children to no longer attend the setting for serious acts of unacceptable behaviour

The Director delegates the record keeping of all reported serious incidents of misbehaviour.

### **The Staff**

It is the responsibility of staff to:

- ensure the health, safety, and welfare of all children.
- ensure that any rules are applied consistently
- treat each child fairly, with respect and understanding
- liaise with external agencies, as necessary, to support and guide the progress of each child

- report to parent/carers about the behaviour and welfare of each child
- build positive relationships with parents and carers by keeping them informed about developments in their child's behaviour and the project's policy as well as working in collaboration with them to tackle behavioral issues.

## **Parents/Carers**

- Swallowtails may work with parents so that young people receive consistent messages about appropriate behaviour
- The rules are explained where applicable and we expect parents to know and support these rules
- We expect parents to support their child's learning, and to co-operate with Swallowtails
- If parents have any concerns about the way that their child has been treated, they should initially contact the lead practitioner

## **Confiscation**

Any prohibited items (listed in section 3) found in children and young people's possession will be confiscated. These items will not be returned to children and young people. We will also confiscate any item which is harmful or detrimental to organisation discipline. These items will be returned to children and young people after discussion with director and parents, if appropriate. Searching and screening children and young people is conducted in line with the DfE's latest guidance on searching, screening and confiscation.

## **Rewards and Sanctions**

### **Recognising Good Behaviour**

Swallowtails aims to encourage consistently good behaviour through:

- Developing warm and trusting relationships between everybody in the Swallowtail community, encouraging interactions where humour, sensitivity, compassion and patience are demonstrated
- Fostering a culture where praise, achievement and rewards are accepted and celebrated.
- Encourage an enthusiastic, positive attitude
- Nurturing each students sense of belonging and inclusion
- Careful choosing of activities and situations so that every day where possible feels like a success
- Modelling healthy relationships, compassionate, patient behaviour and a problem solving approach to challenging situations

Good behaviour may be recognised by:

- Verbal praise and encouragement
- Positive feedback to other staff with pupil present
- Positive feedback to parents/ guardians and schools

## **Sanctions**

It is hoped that children who attend Swallowtail find it a less challenging setting than a main stream classroom. This, coupled by judicious choosing of activities, environments and groupings, should help to minimise challenging behaviour but where it does occur Swallowtails staff will endeavour to:

- Distract or remove pupil from the situation whilst also helping them to understand what they found challenging and explore ways in which they might deal with similar situations in the future
- Allow the pupil time and space
- Give verbal reminders of Swallowtails behaviour expectations

If the child's behaviour is consistently challenging, they put themselves or others at risk or they seriously interfere with the learning and participation of others Swallowtails will, as a last resort, seek to terminate the child's placement with us.



## Behaviour Incident Record Form

Child / Young Person Name:		Commissioning School / Local Authority:	
Date of Incident:		Time:	
Location of Incident:		Staff Member Reporting:	
Description of Behaviour / Incident:			
<p> </p> <p> </p> <p> </p>			
Action Taken at the Time:			
<p> </p> <p> </p> <p> </p>			
Was the incident a safeguarding concern? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, was the Safeguarding Lead informed? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Name of Safeguarding Lead:		Date & Time informed:	
Was the commissioning school / local authority informed? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Name & role of person contacted:		Method of contact (email/phone):	
Date & Time of contact:			
Were parents/carers informed? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Date & Time			
Follow-up actions required			
<p> </p> <p> </p> <p> </p>			
Staff signature		Date	
Safeguarding Lead signature (if applicable)		Date	