Behaviour Policy & Procedure’s:

* We expect a level of Respect, Politeness and Friendliness from all children at our clubs. Staff members offer this towards all children and adults involved so we expect this to be reciprocated.

Behaviour Procedures:

* We effect a level of good behaviour from all the children who attend.
* In failure to adhere to this, we follow a three-step system, to work with the children to explain why and what was wrong with any actions.
* General behaviour procedure:
	+ Step 1 – we will offer a verbal warning to the child directly to them.
	+ Step 2 – if behaviours continue, the child will have a time out. This ensures that they have some time to think about their actions and what a member of staff has already spoke to them about. Before coming out of the time out. We will sit down with the child and fully explain what was wrong to ensure their understanding. We will inform their parent/guardian on pick up of this behaviour.
	+ Step 3 – if behaviour continues even further. We will ask to have a more in-depth conversation with their parent/guardian over this behaviour.
* To work in line with Waycroft Academy’s policies and procedures. We have a Behaviour & Safeguarding Report Form to fill out, signed and dated. This is signed off weekly if no problems occur. If an incident does take place, we will fill the form out for that specific day with full details and the form is handed to the school office to be recorded or direct to the DSL, depending on the severity of the incident.

Date: 02/09/24 Name: Jeff Dickens Signed:

