



Behaviour Policy – Holiday Activity Clubs

This policy is applicable to all children who attend Abbot's Hill Holiday Activity Clubs.

Corporal Punishment is never used at Abbot's Hill Holiday Activity Clubs.

Aims and expectations

It is a primary aim of our school's Holiday Activity Clubs that every member of staff and all club attendees feel valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. This behaviour policy is therefore designed to support the way in which all members of the school's Holiday Activity Clubs can spend time together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

At Abbot's Hill Holiday Activity Clubs, there is no physical punishment. It is not policy to embarrass or shame children, nor enlist the ridicule of the club group as a weapon against the child. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

Code of Conduct

There is one rule for all of us at Abbot's Hill Holiday Activity Clubs: adults and children act with courtesy and consideration for others.

This means that:

- We always respect and understand other people's points of view.
- Bullying, whether physical, verbal, mental or cyber is totally unacceptable at all times.
- We look after and respect all visitors to the school.
- We always dress appropriately.
- We always respect other people's possessions and do not borrow them without permission.
- We respect and take care of our school buildings and grounds.
- We behave sensibly and speak politely to everyone.

This policy supports the school community in aiming to allow everyone to co-exist in an effective and considerate way.

We treat all children fairly and apply this behaviour policy in a consistent way. This includes consideration of issues related to special educational needs and disabilities and how reasonable adjustments are made for these children.

This policy aims to promote good behaviour, self-discipline and respect.

In the clubs

The behaviour in clubs is the responsibility of the Club Leader. Club Assistants will also deal with any inappropriate behaviour that they witness.

In lunch

The member of staff on duty is responsible for keeping order, but any member of staff should step in as required.

Outside

The duty staff are expected to keep a careful watch over children during breaks. The member of staff on duty deals with matters as they arise but is expected to inform the Director of Holiday Clubs of any incidents as they arise.

Sanctions

The school's Holiday Activity Clubs employ a number of sanctions to enforce the Code of Conduct, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation.

- We expect pupils to listen carefully to instructions in clubs. If they do not do so, we ask them either to move to a place nearer the Club Leader, or to sit on their own.
- If a child attending a club is disruptive, the Club Leader should report this to the Director of Holiday Clubs. If a pupil misbehaves repeatedly, we may isolate the child from the rest of the club until he/she calms down, and is in a position to sensibly join the others again.
- The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the Club Leader stops the activity and prevents the child from taking part for the rest of that session.
- If a child threatens, upsets hurts or bullies another child, the Club Leader records the incident and reports it to the Director of Holiday Clubs and the incident is investigated.
- If a child repeatedly acts in a way that disrupts others, the Director of Holiday Clubs will contact the child's parents to discuss the matter.

The Role of the Holiday Activity Club Leader

It is the responsibility of the Club Leader to ensure that the children attending their club behave in a responsible manner. It is also their responsibility to report any incidents to the Director of Holiday Clubs.

For repeated or very serious acts of anti-social behaviour, the Headmistress will be informed.

The Role of Parents

Parents are expected to co-operate with the school if any incidents occur involving poor behaviour of their child/children.

In the unlikely event that a parent becomes abusive or socially unacceptable to a member of Holiday Activities Club staff, Abbot's Hill School reserves the right to ask them to leave and then subsequently ban them from the school site.

Monitoring

Records of incidents of misbehaviour are kept by the Director of Holiday Activity Clubs with serious incidents being reported to the Headmistress and Bursar.

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