

	<i>Holiday Activities</i> Standard Operating Procedure	Section: Page: Date: Review Date:	VA 9.2 2 1/07/2026 1/07/2027
Title : BEHAVIOUR PROCEDURES - NEGATIVE BEHAVIOUR		Approved by:	TM / LA
Relevant Forms:			

Aims

1. To provide staff with a consistent procedure to follow when managing children's negative behaviour.

Details

Throughout the sessions there will be behaviour amongst the children that is not appropriate. The sanctions below offer guidelines to staff to deal with negative behaviour and all take into account the child's age and stage of development.

A set of rules has been produced in consultation with a number of groups. These will act as guidelines for all. If displayed appropriately, the children, parents and staff will see clearly what behaviour is acceptable and what is not. These rules must be discussed with the children, who must then take ownership of them. Any child compromising the rules will be told why his/ her behaviour is not acceptable and the reasons for applying a particular sanction. Parents will be informed.

Staff will be discretionary in their treatment of unruly / disruptive children and follow these procedures:

- 1) Disruptive children will be told of their unacceptable behaviour and asked to modify it so as not to offend other children and staff.
- 2) If the child does not modify their behaviour in accordance the rules their behaviour will be recorded in the behaviour book which requires a parent/ carer's signature.
- 3) If the child is recorded in the behaviour book three times or more in one day a letter will be sent home and kept on the child's file.
- 4) If the child receives more than three letters in one holiday period they will be asked not to come back for the remainder of the camp, this will be in agreement with parents.

All incidents involving a child's conduct or behaviour will be recorded in the negative behaviour book.

Please note that if there is a severe behaviour problem that staff are unable to deal with, a parent will be called to collect the child.

AUTOMATIC BAN: Banning children from the camp should be a last resort but may be necessary if the activities are constantly being disrupted by unacceptable behaviour from a child, which may be a threat to the safety of the rest of the children or staff. There will be an automatic ban for any child seen to be setting off any fire alarm with clear intent, also if violent and unsafe behaviour is directed towards staff and / or children.

Corporal punishment is illegal and will not be used in Extreme SLC. It is permissible to take necessary physical action in an emergency to prevent injury or serious damage to property. Staff must not use practices that humiliate or frighten children.

The sanctions applied will be consistent amongst staff, and parents will be involved at every stage.

Points to remember

- 1) Physical punishments must not be used within the camp.
- 2) Staff must be consistent and supportive of each other when employing the above standards.
- 3) Play workers must ensure that punishment or highlighting of negative behaviour is warranted and fair.
- 4) Play workers will need to ensure that they remain the attending children of the camp rules on a daily basis.

Benefits

- 1) Staff, children and parents know and understand the standard of behaviour that is expected from attending children.
- 2) Children will become aware of the routine and procedure and what is expected of them.
- 3) Staff have a clear procedure to follow, enforcing continuity and fairness.

Audit points

1. Use of a negative behaviour procedure as detailed above will be monitored.