Positive Behaviour Policy

Aim and Purpose of Policy

This policy follows recommendations set in the relevant Guidelines issued by the National Educational Welfare Board (Developing a Code of Behaviour: Guidelines for Schools, 2008)

Children with Special Needs are welcome into our After School Club and work will be differentiated in the individual case of each child. However, the positive code of behaviour will exist for all children.

*Expectations for students, staff and parents/guardians*

We believe that a high level of cooperation among members of staff is necessary. Equally necessary is a high level of cooperation among staff, pupils and parents/guardians. It is hoped that all pupils, parents/guardians and staff will share a sense of responsibility about good conduct within the after school.

Behaviour should reflect values such as:

* Respect for self and others
* Kindness and willingness to help others
* Courtesy and good manners
* Fairness
* Readiness to use respectful ways of resolving difficulties and conflict
* Willingness to take correction and self-regulate behaviour
* Complying with the after school rules and sanctions of they apply

Mutually respectful relationships balance warmth and empathy with objectivity, professional detachment, fairness and consistency.

*Expectations for after school pupils*

The after school expects commitment from pupils to their own behaviour and to that of their peers. This commitment includes:

* taking responsibility for their work and homework
* keeping the After School rules
* helping to create a safe, positive environment
* respecting staff
* Taking correction and guidance from all school staff
* respecting other pupils attending after school club

After School staff should check that standards and rules are communicated in a way that is appropriate to the abilities of all pupils, including pupils with special educational needs and international children.

*Expectations for staff*

The concept of promoting positive behaviour should be based upon an empowering approach, which nurtures a culture of self-discipline among children. An atmosphere of co-operation and mutual respect should be created as part of the philosophy of the after school. All adults throughout their interactions with children should use communication strategies which foster co-operation, respect and encouragement.

The overall responsibility for discipline within the after school rests with the Manager and Board of Management. However each after school staff has responsibility for the maintenance of discipline within their own group. They will:

* Ensure that there is supervision at all times
* Create friendly environment that is creative, interesting and fun where possible
* Implement the reward/sanction scheme in a fair and consistent manner
* Keep a written record of all incidents of serious or gross misconduct, sanctions implemented and the outcome.

*Expectations for parents/guardians*

Parents/guardians play a crucial role in shaping attitudes in their children which produce good behaviour in after school. Parents/guardians can cooperate with the after school by

* encouraging their children to abide by the after school rules,
* by talking to the members of staff and (by) ensuring that their children needs are met
* By supporting staff and decisions made regarding misbehaviours
* By accepting that each child is unique and that their own child will progress to a level that is appropriate to their development

*After School rules*

*Classroom*

Golden Rules have been drawn up for each after school class which are based on the rules below. This code helps set the ground rules for us to get on well together. These rules will be displayed in each after school classroom.

Golden Rules will encourage politeness, kindness, honesty, gentleness sharing, listening, etc.

Juniors (Junior Infants-First Class)

* We listen. We don’t interrupt.
* We are gentle. We don’t hurt others
* We are kind.
* We are honest. We tell the truth.
* We work hard. We don’t waste time.
* We look after property. We don’t damage things.
* We respect and listen to our after school staff

Senior Classes -2nd -6th may include the following but are adapted at class level and worded by the children.

* Be fair and honest with other after school pupils and staff
* Play and work safely
* Respect people in our after school community
* Respect property in after school
* We take guidance and correction from our after school staff
* We accept sanctions when given

*Yard*

The Golden Rules incorporate the principles of respect for others. Sharing and caring apply to yard rules. Children will be encouraged to play and to ensure that no child is excluded**.** Children are encouraged to remember the Golden Rules at line up time on re-entering the yard. Jostling and overtaking is not acceptable.

* We always play safely – no rough play
* We never leave the yard without permission
* When we are asked to line up we will do so without hesitation and safely. We not skip or push others in line.
* We will take direction from the staff on yard

Yard Rules:

After School staff is obligate to carry First Aid bag while on yard including accident book and attendance list for parents/guardians to sign children out while they are collected directly from the yard.

Outings/Trips/Camps

All After School rules still apply during trips/camps/outings while off the premises; see Outings Policies

*Reward system*

All children deserve encouragement to attain their best**.**

Rewards should be given for effort and not only for achievement. An approach which utilizes encouragement rather than praise isdeveloped.

* Children are encouraged and praised by after school staff
* Parents/guardians will hear good news on a regular basis about their child via the incentive systems.
* These include the following strategies: good behaviour award certificate, classroom helper, verbal comments to parents/guardians, stickers awarded by adults for behaviour and work, etc.

*Unacceptable behaviour and its consequences*

Where a pupil`s behaviour disrupts the routine of other students or endangers the safety of themselves, other children or staff the following will apply: Sanctions

Apply sanctions will also reinforce the boundaries set out in the rules and signal to other pupils and to staff that their wellbeing is being protected.

*Minor misbehaviour*

Everyday instances of a minor nature are dealt with by the after school class staff.

The following steps will be taken

Step 1: 2 Verbal Warnings

Step 2: Further 5 minute time out

Step 3: withdrawal from current activity

Step 4: Child persists = parents/guardians informed, Manager meets with parents/guardians and pupil.

In cases of repeated serious misbehaviour or single instant gross misbehaviour parents/guardians will be involved at an early stage and invited to meet the staff and/or the manager to discuss their child’s behaviour.

*Serious misbehaviour*

Examples of serious misbehaviour:

* Bullying (including alienation and intimidation)
* Racism
* Verbal /physical abuse of adults or children
* Theft
* Damage to property
* Any behaviour which poses risk of injury to the pupil or others
* Any sexualised or inappropriate language or behaviour
* Health and Safety Issues

Sanctions relating to serious misbehaviour are determined ultimately by the after school manager. As each case differs and each child differs, it is at the discretion of the Manager to determine an appropriate sanction based on the misbehaviours.

Only in cases of repeated serious misbehaviour and failure to improve after meeting(s) between parents/guardians, after school staff and manager will temporary suspension will be considered.

*“Where the Board of Management deems it necessary to make provision in the code of discipline to deal with continuously disruptive pupils or a serious breach of discipline, by authorising the Chairperson or principal to exclude pupils from after school, the maximum period of such exclusion shall be five school-days. A special decision of the Board of Management is necessary to authorise a further period of exclusion up to a maximum of 10 school-days, to allow for consultation with the pupils’ parents. In exceptional circumstances, the Board may authorise a further period of exclusion in order to enable the matter to be reviewed.”*

The Board of Management will adopt policies to deal with bullying, harassment and sexual harassment.

*Gross misbehaviour*

Examples of gross misbehaviour:

* Assault on a after school staff or pupil or any staff member or visitor to the after school
* Serious theft
* Serious damage to property
* Health and Safety Issues

*Suspension*

Examples of grounds for suspension:

* the pupil`s behaviour has had a seriously detrimental effect on the other after school pupils
* the pupil continued presence in the after school at this time constitutes a threat to safety
* The pupil is responsible for serious damage to property.

The decision for suspension will be made by the Board of Management. Each case will be looked at individually taking into account the child's circumstances. A single incident of gross misconduct may be grounds for suspension.

*Expulsion*

Examples of grounds for expulsion:

* the pupil’s behaviour is a persistent cause of significant disruption to other pupils activities attending after school club
* the pupil’s continued presence in the after school constitutes a real and significant threat to safety
* The pupil is responsible for serious damage to property.

Expulsion will only be considered when the Board of Management have tried a series of other interventions and believes all possibilities for changing the pupil’s behaviour have been exhausted.

There may be exceptional circumstances where the Board of Management forms the opinion that a pupil should be expelled for a first offence (for instance, a serious threat of violence against another child or member of staff, actual violence or physical assault, supplying illegal drugs to other pupils).

*Persistent misbehaviour*

Sanctions to deal with persistent misbehaviour are as follows:

1. Verbal Warning
2. Informal Meeting with Staff and Parents
3. Formal Meeting with Parent and Manager
4. Formal Meeting with Parent and School Principal

*Persistent serious or gross misbehaviour*

The following steps will be taken when serious or gross misbehaviour is persistent:

* Communication by Manager with parents/guardians – verbal or in writing (dependent on circumstances if immediate sanction is applied) regarding the misbehaviour and the sanctions applied.
* Meeting between Manager and parents/guardians to follow
* School Principal and Chairperson of Board of Management is informed
* If parents/guardians do not give an undertaking that the pupil will behave in an acceptable manner in the future, the pupil may be suspended for a temporary period
* In the case of gross misbehaviour the Board authorises the Chairperson or Principal to sanction an immediate suspension.
* The Board of Management can authorize a further period of exclusion up to a maximum of 5 School days to allow for consultation with the pupils or pupils parents/guardians

When expulsion is considered, the following steps will be taken:

* A detailed investigation carried out under the direction of the After School Manager.
* A recommendation to the Board of Management by the Manager and /or Principal.
* Consideration by the Board of Management of the Manager’s recommendation, and the holding of a hearing
* Board of Management deliberations and actions following the hearing.
* Confirmation of the decision to expel.

Methods of communicating with parents/guardians.

A high level of co-operation and open communication is seen as an important factor encouraging positive behaviour in the After School Club. Structures and channels designed to maintain a high level of communication among staff and between staff, pupils and parents/guardians are being established and will be reviewed regularly.

Parents/guardians should be encouraged to talk in confidence to staff about any significant developments in a child’s life, in the past or present, which may affect the child’s behaviour.

The following methods are to be used at all levels within the school:

* Informal parent/staff meetings
* Formal parent/staff meetings
* Letters/notes from after school to home and from home to after school
* After School notice board(outside of after school room on the 1st floor)
* Text messaging
* Emails

Raising a concern/bringing a complaint about a behaviour Matter/Concerns

Any parent/guardian who has concerns about a behaviour matter should bring this concern to the attention of the after school Group Leader. Parents should not discuss any such matters in front of the child or discuss the after school staff negatively as this is not conducive to achieving success for the child.

Notifying the after school about absence from after school

It is a courtesy to inform After School in case of absence of your child from the club.

Parents/guardians are encouraged to inform the after school on the first day of the child’s absence, by text message, phone call or email.

Plan for reviewing the policy

This Positive Behaviour Policy will be reviewed and evaluated regularly and any training needs arising from implementing such a policy will be addressed.

This policy was adopted by: After School Club

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of Management

This policy will be reviewed on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in collaboration with staff and parents