

Thumbs Up Club Behaviour Policy

Thumbs Up Club is an inclusive and caring holiday club that aims to provide a safe, secure and happy environment for children and young people with a wide range of special educational needs.

Thumbs Up Club is aware that children and young people with special educational needs may/can display challenging behaviour, however we are unable to accommodate extreme and persistent challenging behaviour, in the form of:

- physical aggression (including spitting)
- verbal abuse
- bullying
- endangering themselves/others and property.

New staff will undergo induction training by the management team on behaviour management strategies, and existing staff will be expected to attend refresher training annually.

Information to support behaviour

Parents/carers have a duty of care to make Thumbs Up Club aware of any behaviour difficulties a club member may have. Failure to disclose this information may put staff and club members at risk. The management team reserve the right to exclude club members for whom this information was not disclosed.

Some club members may require additional support (eg a 1:1 carer) from outside agencies in order to help them access and cope throughout the day. If deemed necessary by parents/carers, this is their responsibility to arrange and fund, and the club member's attendance is dependent on that support. We reserve the right to deny attendance on any given day if no support has been provided, unless agreed in advance with the Manager.

Club members who can display challenging behaviour will have a **Behaviour Plan**. The behaviour plan will be written by a member of management based on their knowledge of club member and the parents/carers comments on booking form. Staff members are actively encouraged to add to these behaviour plans as they are working documents. Behaviour plans will include any triggers, behaviour usually displayed, distraction and de-escalation techniques and, if necessary, specific physical intervention strategies that may be used as a. Parents have the right to read/have a copy of this behaviour plan.

Recording of incidents

If a club member displays challenging behaviour, then this will be recorded on Thumbs Up Club's **Incident form** and, where necessary, recorded on club member's daily journal. A member of management team will countersign the incident form to acknowledge they are aware of the incident and to make comments on the form, if necessary.

If anyone was hurt during an incident (club member, staff or visitor) then an **Accident form** must also be filled out.

Parents/carers have the right to request a copy of any incident or accident paperwork relating to their child (a copy of the original form(s) will be provided with any sensitive information pertaining to other club members blanked out).

Parental Involvement

Through the Personal Care Plan and Behaviour Plan, we aim to ensure that as many supportive strategies for club members are available/used as possible. If club staff and/or management are finding a club member's behaviour challenging, we will endeavour to liaise with parents as often as necessary to support their child and seek advice.

If there are serious concerns about a club member's behaviour, then a member of the management team will speak to the parent/carer to discuss the issues. The management team may feel the need to contact outside agencies for further support.

The management team reserve the right to temporarily exclude (1 day - 1 club period) or permanently exclude a club member if they feel that the club member or others are at risk. Parent/carers will be informed both verbally and in writing if their child is to be excluded, stating the reason for exclusion and the time period.

If a parent/carer wishes to appeal an exclusion, they may speak to a member of the Committee.

If parents/carers refuse/cannot collect their child when requested by a member of management team, then we reserve the right to call outside agencies for further support (such as social services or, in extreme cases, the Police). See the **Uncollected Child Policy** for further details.

Supportive Strategies

The use of positive praise and rewards (such as star of the day and achievement board) is embedded in club ethos.

The use of a 'traffic light' behaviour system may be used throughout the day to help remind and encourage club members of appropriate behaviour and making good choices.

Clear daily routines and structure will be followed. Club members can have access to a visual timetable to help reduce anxiety.

If a club member is refusing to follow direction to the detriment of other club members, then a consequence may be put into place such as loss of a privilege or spending time away from their group.

If club members are displaying challenging behaviour, then staff will use approved de-escalation techniques and may use radios to request support/assistance from management at any time.

All members of management will have radios on them at all times, and will endeavour to ensure there is always someone available to support groups with challenging behaviour if needed.

If a club member is hurting others, themselves or damaging property then reasonable force (Team Teach positive handling, including holds where absolutely necessary) may be used to ensure the safety of everyone. This will **only** be employed by trained staff and only when absolutely necessary for the safety of the club member or others. Refer to the separate 'Physical Intervention Policy' for further information.

If a club member has been involved in an incident then a member of staff will debrief them (if appropriate) once the situation has been resolved. The staff member can use Thumbs Up Club debrief forms as an aid/guide. Management to support where necessary. Debriefing process to be done in a quiet environment away from others.

Bullying

Thumbs up Club will not tolerate bullying of any kind. Bullying is targeted and persistent actions towards another person, which causes upset, anxiety or a safety concern to the targeted person. Refer to the **Anti-Bullying Policy** for further information.

Management to talk to everyone involved to help resolve the situation.

If further incidents of Bullying occur then parents/carers will be contacted to discuss and try to resolve the situation.

In extreme cases we reserve the right to permanently exclude a club member for bullying/threatening behaviour.

If a parent/carers wishes to appeal an exclusion, they may speak to a member of the Committee.

Offsite

During offsite trips staff will follow the behaviour policy and procedures.

If management have concerns about taking a club member offsite, then these will be raised with the parent/carers and, where appropriate, the club member.

The management team reserve the right to exclude a club member from an offsite trip if they believe the safety of everyone involved could be compromised.

This policy was adopted by: Thumbs Up Club	Date: 26/07/2018
To be reviewed: 26/07/2019	Signed: Fiona Hulley - Club Manager