



# Behaviour Management Policy

## Purpose

Hastings & Rother YMCA ensures, so far as reasonably practicable, to adopt a consistent and positive approach to the management of children/young people's behaviour. This policy outlines how staff will take responsibility to support children to manage their behaviours, manage any behaviour which may be challenged fairly, implement behaviour management strategies where appropriate and manage persistent behaviour which challenges.

## Policy and procedure

Overall and final responsibility for behaviour management within Hastings & Rother YMCA is that of the Chairman of the Board.

However, during delivery of Hastings and Rother YMCA's activities, staff must be aware of their individual responsibilities in managing behaviour which may challenge. Furthermore, staff must recognise their own professional limits when dealing with challenging behaviour, and acknowledge when an alternative professional response (e.g. police) is required.

How teams manage behaviour which challenges will vary across the different settings (Youth Club, Holiday Clubs, Sessional Work), but all settings will understand their responsibilities of dealing with children/young people who have emotionally charged behaviour. Furthermore, while it is important to be fair and consistent, we recognise that some children/young people face additional challenges which can impact their behaviour, for example those with Special Educational Needs and Disabilities (SEND). In this case the YMCA will decide what reasonable adjustments are needed as to how the behaviour management policy is applied.

Hastings and Rother YMCA recognises that children/young people are learning to deal with a range of emotions and feelings. Staff acknowledge this and work with the children to find a positive solution for behaviour management. Therefore, when dealing with behaviour which challenges, staff use consistent:

- Language
- Positive reinforcement
- Consequences
- Rules
- Agreements

## Expectations

Every child has the right to be treated fairly in all circumstances, therefore, where appropriate, staff consult with the children/young people about rules, which helps children/young people understand the effects of their behaviour on themselves and others, challenges bullying, encourages responsibility and turn taking.

Staff support children/young people to develop a sense of caring and respect for one another, and support them to build caring and cooperative relationships with other children/young people and adults by:

- Ensuring that they promote acceptable behaviour and respect for others
- Ensuring that unacceptable behaviour, such as bullying or name calling will be dealt with consistently
- Reinforcing and praising good behaviour
- Ensuring that activities are varied, well planned and structured, so that children/young people are not easily bored or distracted

Children/young people will always be given the opportunity to make amends for their behaviour and, unless it is judged inappropriate, be able to re-join the activity. No child/young person should be publicly disciplined but should be removed from the group and talked to on a one-to-one basis.

## Training

All staff receive annual behaviour management training, ensuring they have the full understanding and acknowledgement of their role in managing behaviour which challenges, along with behaviour management and support tools and techniques.

## Types of behaviour which may challenge

There are varying levels of incidents of behaviour which challenges that may be seen within settings:

- Disengaged behaviour may indicate that a child/young person is bored, unsettled or unhappy. With sensitive interventions, staff will often be able to re-engage a child/young person in purposeful activity.
- Disruptive behaviour describes a child/young person whose behaviour prevents others from enjoying themselves. Staff will collectively discuss

incidents and agree on the best way to deal with them, and detail this in a Feedback Report.

- Unacceptable behaviour refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction of equipment. Staff will be clear on consequences which will follow on from such behaviour including in the first instance, temporarily removing a child from the activity session.

#### **Severity levels of incidents of behaviour which challenge**

- Level One - Minor incidents: e.g. name calling, disrespecting equipment, facilities etc.
- Level Two - Minor incidents: e.g. reoccurrences of above behaviours which have been dealt with, but child/young person not responded to, etc.
- Level Three - Serious incidents: e.g. physical abuse of another child/young person/adult, using discriminatory language or behaviour, compromising safety of others, etc.

#### **Behaviour management and support strategies**

Each setting will apply appropriate behaviour management and support strategies in order to ensure the safety and well-being of the child/young person, other children/young people and members of staff, depending on the severity of the incident and/or behaviour.

Behaviour management at Hastings and Rother YMCA is structured around the following principles:

- Positive behaviour will be reinforced by praise and encouragement
- Negative behaviour will be challenged in a calm but assertive manner.

In the first instances of behaviour which challenges, staff will:

- Not ignore the behaviour
- Not confront poor behaviour with anger

Staff will:

- Redirect children's energies by offering them alternative positive options
- Withdraw other adults/children/young people from the area
- Remove any equipment/furniture that may cause them or others injury or harm
- State the behaviour observed and that it was unacceptable
- Explain to the child/young person what the consequences of their actions are

When a child/young person attending a setting displays reoccurring behaviour which challenges, the staff teams refer to the Escalation Route Map which highlights the steps to be taken; from speaking on a one-to-one basis with the child about the behaviour, through to time outs and "red cards" to arranging meetings with the parent/carers.

After reoccurring incidents of behaviour which challenges, the teams complete individual Behaviour Management Feedback forms and associated risk assessments for the child/young person. Parent/carers will be informed of any incidents and subsequent action plans formulated by the team in response to their child's behaviour.

#### **Serious incidents and/or persistent behaviour which challenges**

In the event that an incident of behaviour which challenges is deemed serious (Level 3), and/or behaviour which challenges persists, the following actions may have to be taken:

1. Meetings with parent/carers, and if appropriate the child/young person
2. Cautions
3. Cooling off periods (i.e. temporary exclusion)
4. Full permanent exclusion

A record of all conversations and actions taken will be saved on the child's file.

#### **1. Meetings with parent/carers - the Escalation Route Map**

Staff will aim to discuss incidents and concerns with parents/carers privately at the earliest possible opportunity in an attempt to help identify the causes of behaviour which challenges, and share strategies for dealing with it. If appropriate, the child/young person will be invited to attend.

#### **2. Cautions**

The child/young person will be given a caution about their behaviour, which is a formal warning that aims to carry a deterrent effect and reduce the likelihood of behaviour which challenges continuing.

The caution will either be:

- Simple caution - the child/young person is warned that their behaviour is unacceptable, and if it continues, more serious steps will have to be taken
- Conditional caution - with specific conditions attached to the caution, which will have finite duration of time

#### **3. Cooling off periods**

A cooling off period is a finite duration of time where a child/young person will not attend any of our settings. This provides Hastings and Rother YMCA with the opportunity to plan with the parent/carers and other professionals for re-integration into the setting. At this stage any risk assessments and Behaviour Management Plans which are in place will be reviewed.

#### **4. Full exclusion**

Hastings and Rother YMCA is a fully inclusive setting, however there are times when full exclusion is the right course of action, once all other options have been exhausted. Hastings and Rother YMCA will work with the parent/carers, and relevant professional bodies (such as health, social care and education) in order to put in place support for the child outside of the YMCA's settings.

#### **The use of physical intervention**

YMCA staff believe that under no circumstances must physical punishment be used.

Before reaching the stage where the use of physical intervention to manage behaviour which may challenge arises, staff will have used all possible non-physical actions, such as dialogue and diversion, to deal with the behaviour.

If physical intervention may be required, then the child will be verbally warned that physical intervention will be used if they do not cease their unacceptable behaviour.

Staff will use restrictive physical interventions only as a last resort and only then if they have reasonable grounds for believing that immediate action is necessary to prevent a child/young person from significantly injuring themselves or others or to prevent serious damage to property.

#### **Recording behaviour management**

After any intervention and management of behaviour which challenges, the actions taken by staff, and details of the incident itself, must be accurately recorded on Hastings and Rother YMCA's Incident Report form (see Accident and Incident Reporting policy).

#### **Training**

Staff are made aware during their behaviour management training that only the minimum force necessary to prevent injury or damage should be applied. For example, diverting a child by leading them away by a hand or by an arm around their shoulders, never grabbing a child by the wrist. Staff should aim for side to side contact with the child/young people and ensure there is no restriction to the child's ability to breathe.

Monday 16th June 2025

#### **J Monk**

Approved: 22 May 2019

Reviewed: 2 Sept 2024

Review due: 2 Sept 2025

#### **Y Centre**

St Pauls Road  
St Leonards, East Sussex, TN37 6RS  
Tel: 01424 429677  
ycentre2015@gmail.com