

# **St. Peter's Out of School Care Limited**



## **Discipline and Behaviour Policy**

**Statement of aims and objectives:**

The company's provision has been established with the aim of providing high quality child care that will enhance the spiritual, emotional and physical development of the children of parents whose work or life choices, work patterns and pressures do not allow them to be available at the times the company operates.

Our objectives are to provide:

- An ordered, secure, happy, healthy and safe environment
- A stimulating welcoming environment in which each child will be happy content and be able to thrive whilst engaging in stimulating activities
- A range of indoor and outdoor activities that the children can enjoy during the time they are in our care
- To provide snacks that are healthy and safely prepared by staff who have received appropriate and adequate training
- To provide well trained motivated staff who have the empathy, motivation, understanding and experience to pursue our aim

**Statement relating to age range, sex and number of children cared for:**

The company provides care for up to 50 boys and girls, between the ages of 4 years 3 months and 12 years of age. It will provide quality care for all including children which have special needs. The company operates in accordance with the Children's Act 1989 have a staff ratio of 1:8. We also operate in accordance with All Wales Child Protection Procedures and under the guidance of the Local Safeguarding Board for Cardiff.

The operating hours are as follows:

Before School Provision:	7:45am-8:55am
After School Provision:	3:30pm-6:00pm

**Statement of facilities and services provided\*:**

The registered person must ensure the premises used for the provision of day care, are of a physical design and layout, which are suitable for the purpose of achieving the aims and objectives set out in the statement of purpose.

The company through the registered person must ensure that all parts of the relevant premises used by relevant children are:

- adequately lit, heated and ventilated;
- secure from unauthorised access;
- suitably furnished and equipped;
- of sound construction and kept in good structural repair externally and internally;
- clean and reasonably decorated and maintained; and

- equipped with what is reasonably necessary, and adapted as necessary, in order to meet the needs arising from the disability of any relevant child.

The company through the registered person must ensure that the relevant premises are kept free from offensive odours and must make suitable arrangements for the disposal of general and clinical waste.

The company through the registered person must ensure that when care is provided in indoor premises there are available on the relevant premises for use by relevant children in conditions of appropriate privacy:

- a sufficient number of wash basins supplied with hot and cold running water for the number and sex of the children provided for
- a sufficient number of lavatories which are suitable for the number and sex of the children provided for

The registered person must ensure that where food is provided in indoor premises there are suitable and sufficient facilities and equipment for the preparation storage and consumption of food on the relevant premises.

**\*All these facilities and services are part of the service level agreement that the company has agreed with then governing body of the school.**

#### **Statement of activities provided:**

A wide range of games and activities are provided by the company including arts and crafts, music, drama, indoor and outdoor sports and games, electronic games and a variety of board games. There is also a relaxing area where your child may prefer to watch TV or a DVD or read a book. The children will be encouraged to join in all organised activities, but never forced to. Staff actively encourage the children to express their opinion about their preferences for games and activities. Staff encourage the children to understand that they must consider other views and opinions when choices are made and that sharing and co-operation underpin all activities. Occasionally, visitors will be invited to lead certain activities, these are strictly monitored by staff and parents will always be informed in advance and can exercise their right to withdraw their child from such activities.

#### **Behaviour and Discipline:**

The company is operated independently from the school. There are clearly established links with the school and the governing body through the service level agreement. The school is not involved in the day to day operations of the company. The school has no involvement in resolving any discipline or behavioural issues that result in a complaint in line with the complaints policy.

The out of school club is not an extension of school. It is a care facility that sits in between what happens at home and school. The children are offered a range of activities to engage in there is a degree of choice and the children are never pressured to do something they do not wish to. The children are given snacks and drinks during sessions and periodically special events and visits are planned and delivered.

There is an expectation that all the children co-operate and are supportive of one another in the same way that members of a family do. The children are expected to:

- Share with each other understand and accepting that they as individuals cannot have exclusive use of activities and facilities
- Be honest and tell the truth
- Show kindness consideration and support for all the other children using the club in all the activities that are engaged in by the club
- Display good manners at all times
- Respect the school and other people's property and belongings
- Respect others, adults and peers
- Not engage in any activity or action physical or verbal that will hurt, humiliate or upset any other individual working at or using the club
- If they have a concern or issue they should inform an adult at the club at the first opportunity

### **Sanctions:**

There is a clear culture that exists at the club to create an environment which enables all the children to grow and develop

In most situations where a child has not met the expectations set out above, a child will be spoken to and the member of staff dealing with an issue will indicate that an action is inappropriate and unacceptable. A child who behaves in this way will be given a sanction that matches the indiscretion or offence. This will usually be depriving them of or curtailing an activity they enjoy or are engaged in. Such an action is often put in place, additionally, if the child is more mature, with an additional action to try and repair and hurt or damage that may have been caused.

For more serious or persistent lapses in behaviour or discipline parents will be informed and will be actively involved in the decision around the sanction. A discussion may lead to an agreement to extension of the sanction to the home environment. There is an expectation that parents are supportive of staff and provide a consistency of approach that enables each child to develop and progress in terms of social, moral and spiritual development that we are all striving for.

Where a child is hurting others or showing repeated disrespect and/or disobedience to a member of staff they will be excluded from the provision for a set period or permanently governed by the particular circumstances and frequency of their actions. This sanction will be communicated directly by the registered person whose decision will be final.