

The Learning Club Behaviour Policy

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Introduction

It is extremely important to maintain authority and leadership in the classroom. Without these, the session can degenerate into a fight for control and lack of respect from the children and others. We have implemented rules and guidelines for each session, and these must be adhered to in order to maintain order in the classroom.

If anyone is uncertain of how to respond to an incident, please speak to the Session Supervisor.

General

ACE Cardiff strives to maintain a child/adult ratio of no more than 3:1. While this may not always be possible, it should be aimed for at each session where volunteer numbers allow.

An appropriate 'code of conduct' will be discussed by children and adults at the beginning of each term and be displayed in the session room where logistically feasible. All children will be expected to adhere to this 'code of conduct' and adults to be aware of its content.

Where possible the code of Conduct should be expressed in expected correct behaviour rather than the negative (e.g. "We will listen to our session leader and each other" as opposed to "No shouting out").

Children should be praised for following the 'code of conduct' on a regular basis, congratulating them on good behaviour as well as ensuring the rules do not get forgotten.

Tutors should give clear expectations of behaviour at the beginning of each session, for example noise level.

Pupils wishing to go to the toilet must be accompanied by a DBS-checked adult. A maximum of two children are allowed on a toilet break at any one time.

Behaviour Management

ACE Cardiff is committed to providing a safe learning space for everyone: both volunteers and children. We recognise that health and safety issues arise from behaviour issues. The following system is in place to deal with misbehaviour:

i. Warning

If the child does not respond to requests from the tutors/assistants to behave, the tutor must give a verbal warning. They must state clearly to the child why they are being warned. For example, "Okay, XXX, this is your first warning. Disrespecting the tutor is against the classroom rules."

Behaviour that generates a warning will include (as well as anything else on the 'code of conduct'):

- Unacceptable interruption and distraction in a session
- Verbal abuse or lack of respect to another child or an adult
- Repeated ignoring of requests from a tutor or a volunteer
- Persistently leaving his/her seat without permission
- Excessive noise

ii. Suspension

In the case of serious events or repeated ignoring of warnings, the child will be suspended. The length of the suspension (rest of the session, term, or year) should depend on a joint decision between the teacher assistant that raised the issue, the tutor and/or the Session Supervisor and be determined by the severity of the bad behaviour.

Pupils should be made aware that a letter / phone call will be sent to parents, informing them of the actions proposed and an incident report made out covering the circumstances.

In the case where we cannot establish contact with parents, the child will be suspended until this happens.

iii. Exclusion

Permanent exclusion, which goes against the stated ethos of The Learning Club, should only be considered in the most extreme circumstances. It will be the ultimate decision of the Development Manager, after a full discussion with the adults involved and after speaking to the parents.

Only in the event of a serious or dangerous event will a child be immediately suspended or ultimately excluded from The Learning Club. In such circumstances, the parent/guardian of the child will be contacted immediately and asked to collect their child, or in the case of online sessions removed from the meeting and the parent/guardian contacted to explain why. If they are unable to be reached, the child will be supervised on their own for the remainder of the session and will then be suspended until the parent can be reached to discuss the decision.

Examples of serious events include:

- Physical and/or serious verbal abuse of a member of staff or another child. In this case, we define verbal abuse as remarks that are said primarily to belittle or incite another person. We also regard serious racial or sexual comments as grounds for instant dismissal.
- Serious and intentional damage to equipment or property
- Injury caused by the actions of the pupil in question

A written record must be made in the Incident Book of any incident involving verbal or physical abuse of another child or an adult.

Physical Intervention

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a child needs to be physically restrained, this should only be carried out by someone with the appropriate training.

If staff are not confident about their ability to handle this situation, the Session Supervisor should be notified immediately.

Corporal Punishment

Corporal punishment or the threat of corporal punishment will never be used at the Learning Club.