

The Learning Club Behaviour Policy

Policy Adopted by Charity Trustees on: 20.03.2016

Policy Last Reviewed on: 25.10.2023

Policy Due for Review on: 25.10.2025

Introduction

ACE TLC aims to provide a community where everyone feels valued and respected. Our Behaviour Policy is designed to support the way in which all members of the club can work together in a supportive way. It aims to promote an environment in which everyone feels happy, safe, and secure.

Children should attend The Learning Club because they want to learn. 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' expressed using positive language will be discussed by children and adults at the beginning of each term and will be referred to during the year. All children will be expected to adhere to this 'code of conduct' and adults to be aware of its content.

Children will 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 will 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:

Step 1 - If the child does not respond to requests from the volunteers to behave, the Session Supervisor needs to take the student away from others to ascertain, if possible, the reasons for the behaviour. If there does not appear to be any mitigating circumstances, they will give a warning that continuing in this manner will result in their parent being asked to pick them up from the session and the reasons why.

Step 2 - If the behaviour is repeated, the child must 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 the Session Supervisor and be determined by the severity of the incident.

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.

Step 3 - 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 board of trustees, after a full discussion with the adults involved and after speaking to the parents.

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

Only in the event of a serious or dangerous event will a child be suspended or ultimately excluded from the 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

Volunteer mentors should not attempt physical intervention but call on session supervisors who will: arrange for the removal of all other children to a safe place; arrange for parent / guardian to be called; stay with child until arrangements can be made for their removal. The incident should then be recorded on an incident report form.

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.

Corporal Punishment

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