



# ACTIVE LONDON

## Behaviour Policy

SEPTEMBER 2025

## **Introduction**

This behaviour policy has been developed with the help and support of representatives all Active London Hubs - this includes the views of staff, parents and children. The children, in particular, have been included in the consultation process and have given their views and ideas on the effectiveness of the rules, rewards and consequences. This policy offers a good foundation for promoting positive behaviour throughout Active London Hubs and enables the children to make the right choices about their behaviour.

## **Aims**

- Provide a safe and supportive environment for all children and adults
- Help children develop responsibility for their own behaviour
- Encourage positive approaches to managing behaviour that support positive experiences at Active London Hubs
- Encourage positive relationships between children, staff, parents and the community.

## **Rights**

- The right of all members of Active London to feel safe, both physically and emotionally
- The right of all children to enjoy their activities in a safe and secure environment
- The right of all staff to be able to deliver activities effectively and safely.

## **Responsibilities**

- All members of Active London have responsibilities that help to protect our rights
- Staff are responsible for modelling expected levels of behaviour. They are responsible for upholding Active London's rules and principles - listening to the concerns of children and their parents/carers. They are also responsible for the physical and emotional safety of others, especially children.
- Children are responsible for their own behaviour and have a responsibility to look out for the safety of others, especially younger children.
- Parents are responsible for helping their children understand and follow the Active London's rules and to work with us to ensure appropriate behaviour
- Directors (and Senior Managers) are responsible for supporting the behaviour policy and ensuring it is reviewed regularly.

## **Preventative Strategies**

Staff must be seen to be working together to ensure good standards of behaviour. As a staff we must be consistent in our approach and in what is expected of our children. Active London has a consistent approach to rewards and sanctions in order to deal with children whose behaviour choices impact on the enjoyment, safety or emotional wellbeing of others.

Each Hub has their own reward system, these may be raffle tickets or marbles in the jar etc.

During activities there should be a safe and calm space for children to go to calm down or control impulses when angry, worried or anxious. There is also opportunity for 1:1 time with a member of staff, where appropriate.

#### Examples of Rewards

- Achievement certificates
- Active London Awards
- Stickers
- Communication with parents.

#### Low Level Disruptive Behaviour

Staff will use an appropriate, agreed non-verbal warning first. These could include eye contact, hand gesture, clapping recall and sound effects.

Following this, a verbal warning is given with a reminder of what rule has been broken.

Examples of low level disruptive behaviour are:

- Talking at inappropriate times
- Getting out of seat at inappropriate times
- Shouting/calling out
- Ongoing fidgeting
- Unfairness or not following rules
- Dishonesty
- Arguing
- Being unkind.

Staff should be mindful and sensitive of children's home circumstances before issuing consequences for behaviour or attitude. Also, children with identified SEND will have reasonable adjustments made in line with their needs and may have an individual behaviour plan.

Children will have 3 warnings, with staff recording warnings allocated through 3 lives. If children receive 3 warnings they will have a 10 time out session. This will be during the lunch break and staffed by a senior member of staff.

If a child has 5 time outs, in any one week, parents will be written to and invited in to meet with the manager. Following 10 lunchtime sessions, parents will be invited in to meet with one of the directors. Other consequences for children receiving more than 5 time out sessions may be to miss certain activities.

Time out is an opportunity to think about their behaviour. Time out may well be considered in a different classroom. During time out sessions, children may be required to write a letter of apology. Children should not be sent to sit somewhere unsupervised and should not be put in a situation where they may feel humiliated.

There is an expectation that at the start of each day, children will start with a clean sheet.

### **Behaviour at Break and/or Lunch Time**

All members of staff must investigate and deal with any concerns brought to them by the children. Managing children's behaviour is everybody's responsibility.

For low level behaviour, verbal warnings will be given along with an explanation as to the types of behaviour that are unacceptable. Following a second warning, time out will be given in 5 minute blocks. This time out will be in an appropriate, safe and quiet space in the playground.

For physical and aggressive behaviour, swearing or name calling, children should be sent to a manager. This behaviour would warrant 3 lives immediately. All incidents should be logged, in the behaviour book, by the member of staff dealing with the incident in the first instance.

In the event of a serious incident or where a child is refusing to follow adult instructions, this should be referred to a senior member of staff.

Active London will embed a system to reward positive behaviour and manners around the school, with winners drawn each term.

### **Higher Level Disruptive Behaviour and Serious Incidents Leading to Exclusion**

At Active London, we always aim to work with parents to improve children's behaviour. However, there may be occasions when serious breaches of the behaviour occur. This may well lead to children being sent home or excluded from sessions for a fixed period of time. Exclusions, of any description, are a last resort and are only used for very serious repetitive behaviour incidents or indeed for one off serious breaches of Active London's behaviour policy.

These behaviours include, but are not limited to:

- Fighting
- Deliberate incidents that may cause harm to children or adults
- Damage to Active London property
- Damage to another child's property
- Theft

- Bad language
- Racist or homophobic remarks
- Bullying
- Violent or aggressive behaviour
- Rudeness or disrespect to any member of staff.

All serious incidents must be recorded in the behaviour book.

If a child is subject to an exclusion, the manager will inform the parent of the reason for the exclusion and the period of the exclusion – both verbally and in writing.

### **The 'Special Educational Needs and Disability Regulations 2014' and 'The Equality Act 2010'**

Active London recognises its legal duty under the equality Act 2010 to prevent children with a protected characteristic from being at a disadvantage. We recognise that for a number of children whose behaviour is because of a specific SEND need, it may be that Active London's reward and consequence system is not appropriate. A more personalised approach may be necessary to support them in developing the ability to regulate their own behaviour. They may require an individual plan agreed between the pupil, staff, and parents to support their social and emotional development. The support of outside agencies, an educational psychologist, medical practitioners and/or others, may be arranged where deemed appropriate. SEND support services and Educational Psychologists offer invaluable support and we will explore all options when trying to support those considered most vulnerable at our clubs. We will work with parents to create the plan and review it on a regular basis.

As stated in regulations, Active London will not treat SEND pupils less favourably and will make reasonable adjustments to ensure that they are not disadvantaged. This allowance also includes those children who are looked after (LAC). **The consequence system may be different for these children in order to match their age and stage of development and understanding.** We look at person-centred planning. That means making the provision fit the person and not the other way round.

NB Where incidents are deemed of a high enough level and, as a result, compromise the health and safety of individuals and/or members of staff Active London reserves the right to issue more serious sanctions such as removal from after school club sessions.

### **Use of Restraint**

Despite some of our staff having undertaken Positive Handling Training (Team Teach), we will only use restraint as an absolute last resort. The use of corporal punishment of any nature is forbidden. Where physical intervention has been taken for the purposes of averting immediate danger to any person or to manage a child's behaviour if absolutely necessary. We will keep a record of any occasion where physical intervention is used and parents must be informed on the same day, or as soon as practical.

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| This policy was adopted by Active London | Date: 1/9/25          |
| To be reviewed: 1/9/26                   | Signed: D A Griffiths |

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information*