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Document.	0002	Behaviour Management Policy		
Revision	09	Approved By	Katy Taylor	Approval Date 20/11/2025

Scope

This policy applies to all provision for early years aged children, and – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Statement of intent

The Duchy Pre-school & Playgroup believes that children and adults flourish best when in an ordered environment where they understand what is expected of them, how to behave and children are free to play and learn without fear of being hurt or unfairly restricted by anyone else. We work towards an environment in which the children develop a sense of self-esteem, respect and mutual encouragement.

Aim

We aim to provide an environment in which children can develop self- discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Methods

- The manager has overall responsibility for issues concerning behaviour
- We require the named person to:
keep her/himself up to date with legislation and research and on handling children's behaviour. Behaviour training will be sourced for all staff who are not confident in or require support in handling children's behaviour.
- We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy, regardless of the person's age or abilities.
- We require all staff, volunteers and students to use positive strategies for handling any conflict by helping children find solutions in ways which are appropriate for the children's ages and stages of development - for example distraction, praise and reward.
- We familiarise new staff and volunteers with the group's behaviour policy and its rules for behaviour therein.
- We encourage consistency of approach from all adults in the setting; thus the children have the security of knowing what to expect and can build up useful habits of behaviour.
- We praise and endorse desirable behaviour such as kindness and willingness to share.
- We avoid creating situations in which children receive adult attention only in return for undesirable behaviour.
- We recognise that codes for interacting with other people vary between cultures and require staff to be aware of - and respect - those used by members of the Duchy Pre-school & Playgroup.
- We recognise and respect that there are many different child-rearing practises and try to accommodate them within our setting. We will discuss any issues arising with only the parents and relevant staff.
- When children behave in unacceptable ways, we help them to see what was wrong and how to cope more appropriately. All staff will be aware that some behaviour issues arise out of a child's Special Educational Needs and will respond in an appropriate way.

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- Behaviour issues will be regularly discussed at staff meetings to ensure consistency of approach and understanding from the whole staff.
- We never send children out of the room by themselves. If a child needs to leave the area for their own or others safety, a member of staff will always accompany them until they are ready to return to play.
- We never use physical punishment, such as smacking or shaking. Children are never threatened with these.
- We do not use techniques intended to single out and humiliate individual children.
- A child will only be lifted or restrained when a member of staff considers them to be in immediate danger, or a danger to another child
- Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Pre-school manager and are recorded on an incident form. The child's parent is informed on the same day and signs the Incident Form to indicate that he/she has been informed.
- If a child, for SEN or other reasons such as safety, needs to be regularly handled by staff a "Handling Plan" will be written and agreed, in partnership with the parents, Behaviour Management staff member and child's key worker.
- In cases of serious misbehaviour, such as racial or other abuse, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame.
- We do not shout or raise our voices in a threatening way to respond to children's behaviour.
- We do not use food as a form of behaviour management. For example, refusing a child their food if they have not tidied up.
- We work in partnership with children's parents. Parents are regularly informed about their children's behaviour by their key person. We work with parents to address recurring unacceptable behaviour, using objective observations to help us to understand the cause and to decide jointly how to respond appropriately. If it is deemed necessary, we will create a behaviour plan with the parents, manager, SENDCo and the child's keyperson to ensure there is continuity.
- For children who need to have their behaviour monitored we will use an ABC chart to establish any common factors or triggers that may cause the behaviour.

Bullying

- Bullying involves the persistent physical or verbal abuse of another child or children. We take bullying very seriously.
- If a child bullies another child or children:
We intervene to stop the child harming the other child or children.
We explain to the child doing the bullying why her/his behaviour is inappropriate.
We give reassurance to the child or children who have been bullied.
We make sure that children who bully receive praise when they display acceptable behaviour.
We do not label children who bully
- When children bully, we discuss what has happened with their parents and work out with them a plan for handling the child's behaviour.
- When children have been bullied, we share what has happened with their parents, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.
- Recurring issues are dealt with in partnership with the parents and all staff who come into contact with the child.

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Responsibility for periodic review	Development Sub-committee
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Document History

Rev	Changes	Date	Approval
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Review and minor changes for AGM	15/11/11	AGM
02	Addition of scope statement	02/01/14	PNW
03	Change of manager	29/03/16	SB
04	Confirmation of manager in post	09/06/16	PNW
05	Removing the name of manager in post and replacing with general Managing Supervisor	27/06/19	GP
06	Removed reference to Accident book and replaced with Accident Form	14/10/21	KH
07	Added behaviour plan and ABC chart as steps to support children.	02/11/24	KT
08	Added manager as behaviour manager, added staff training and food being used as a behaviour tool.		
09	Took out helping child to apologise.	20/11/25	Katy Taylor

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