



Holiday Camps Relational and Suspension Policy

This policy supports the Discovery Holiday Club to work together with stakeholders in an effective and considerate way and in encouraging positive behaviour in and around school.

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Document History

Version	Version Date	Author	Summary of Changes
V0.1	January 2019	Megan Williams	Draft policy created
V0.2	March 2019	Helen Stockill	Policy formatted for Education Standards Committee approval
V1.0	March 2019	Helen Stockill	Policy approved by Trustees
V2.0	August 2021	Megan Williams	Policy Reviewed

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1. Introduction

At Discovery Holiday Camps we aspire to ensure that all pupils feel safe, secure and valued. We want children to grow socially and personally. Through restorative approaches, children are taught about right and wrong, fairness, justice and tolerance.

To achieve a purposeful, happy and safe environment, we set high standards, clear guidelines, and have an ethos of respect and responsibility.

2. Aims

This policy aims to:

- **Create a community of self-discipline and acceptance**, where everyone takes responsibility for their actions
- Provide a **consistent approach** to behaviour management
- **Promote** and **maintain** clear expectations of behaviour
- **Celebrate successes** and good behaviour, and where behaviour is inappropriate, to challenge that behaviour positively through the restorative approach and language
- **Encourage** positive relationships
- Ensure **equality and fairness** of treatment for all
- Outline our system of **rewards and concerning behaviours**

3. Rules

Our rules have been developed in conjunction with staff and children and are the foundation of a positive and consistent approach to behaviour management. The Camp rules are clearly displayed below and are discussed regularly with children.

Whilst at Discovery Holiday Camps we expect children to:

- Use socially acceptable behaviour (Listen to others, be polite)
- Respect one another, accepting differences of race, gender, ability, age and religion
 - Develop their independence by maintaining self-discipline
 - Choose and participate in a variety of activities
 - Ask for help if needed
 - Enjoy their time at the Club

4. Roles and responsibilities

The Extended Services Manager

The Extended Services Manager is responsible for developing and implementing the behaviour policy. To ensure that Discovery Holiday Camps environment encourages positive behaviour and that staff deal effectively with poor behaviour.

Holiday Camp Staff

Staff are responsible for:

- Implementing the behaviour policy consistently

- Treating all pupils fairly and with respect
- Creating a safe and pleasant environment, physically and emotionally
- Develop a positive relationship with all pupils
- Respect pupils, listen to their views without discrimination and respond subtly
- Modelling positive behaviour at all times
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Work in partnership with parents to support pupils to develop positive behaviour and celebrate their pupils efforts and achievements
- Recording behaviour incidents on internal systems

5. Rewards

All staff should take time to recognise positive behaviours and reward success through making proactive use of:

- ✓ Praise
- ✓ Smiles and visual encouragement
- ✓ Stickers
- ✓ Certificates

6. Concerning behaviours

We believe that children feel more secure if they know where the boundaries of acceptable behaviour lie and what consequences are in place when unacceptable behaviour is displayed. It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the Camp will try to determine the cause or triggers of the behaviour to prevent the situation from recurring by using restorative approaches. At Discovery Holiday Camps we use a staged behaviour system for concerning behaviours:

Positive Reminder	If a child behaves in a way which breaks a holiday camp rule an adult will give a positive reminder of the specific rule which they need to follow and what they need to do.
1st Warning	If negative behaviours and/or attitudes continue, a child will be given a warning. A restorative conversation will be had between the child and the member staff who has given the 1 st warning. Children are reminded of the holiday camp rules.
Stop and think	If a pupil continues to display unacceptable behaviour despite being given opportunities to improve their behaviour they will be asked to stop and think away from the activity for 5 minutes. Staff will discuss with the child why the behaviour displayed is deemed inappropriate. Parents will be informed if a child received a stop and think.
Formal Warning	If a child receives two or more stop and thinks within a day they will be given a formal warning will be recorded on an Incident record and kept in the child's records. Parents will be notified of the formal warning.

We understand that poor behaviour management can adversely affect mental health, therefore, consequences will be applied in a way that maintains self-respect and as soon as possible after the inappropriate behaviour has occurred.

Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation. If the inappropriate behaviour appears to be as a result of boredom, staff will consult with the child to find activities that will fully engage them. Staff will discuss with parents to formulate clear strategies for dealing with persistent concerning behaviours.

7. Personalised approach

We acknowledge that some children will require additional support in order to achieve acceptable levels of behaviour. Where we identify a child with these needs, we will work closely with the parents or carers to deal with the inappropriate behaviour.

As part of their personalised approach some children may sometimes need physical intervention; if required this should be discussed with the Extended Services Manager and a Positive Handling Plan would be signed by all stakeholders (Discovery Holiday Camps, School and Parents).

8. Exclusions and Suspensions

On rare occasions after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Camp may decide to suspend/exclude the child. The reasons and processes involved will be clearly explained to the child and parent/carer.

There may be a need to directly exclude a pupil. This may mean that the staged behaviour systems would have been bypassed. Violent or extremely abusive behaviour towards peers, an adult or property could result in a suspension/exclusion.

1. **Suspension** – This is a temporary suspension from the holiday club which can be between 0.5 and 2 days. This is to give the child a period to reflect on the behaviours that have been deemed unacceptable. During this time staff can discuss and implement strategies so that the child's return is a positive experience. At the end of the suspension period the manager will meet with the child and parents/carers, to agree any conditions relating to the child's return to the Club.
2. **Permanent exclusion**—This would only occur when all interventions for support have been exhausted and staff believe that the holiday club is unable to further meet the pupils needs. If a child is excluded from the Camp, parents/carers will be invited in for a meeting, so all strategies used and actions taken are shared.

A build up in suspensions over time could result in a permanent exclusion. This decision would not be taken lightly and would ultimately be approved by Extended Services Manager.

Suspensions and exclusions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the child's age and maturity as well as any other factors relevant to the child's

situation. If appropriate, we will seek advice from other agencies; this may include accessing funding for additional support.

9. Review

This behaviour policy will be reviewed by the Extended Services Manager and the Trust Behaviour Lead to ensure it is meeting the needs of the Holiday Club.

