

## 31. Policies and Procedures on; Behaviour management Physical environment Disclosure Information

Updated September 16



**First Steps**  
Day Nursery/School

44 Compton Road  
Shepton Mallet  
Somerset  
BA4 5QT  
Tel 01749346733  
Email  
fsnursery@btconnect.com

### Behaviour management policy

Children benefit most where adults provide a consistent and positive approach to the management of their behaviour. By establishing clear boundaries according to the child's level of understanding, children become aware of the settings routines and procedures and know what is expected of them.

First Steps is committed to promoting acceptable behaviour and respect for others. At First Steps we foster a protective ethos within the nursery setting and we are committed to an anti-bullying practice. Any form of bullying whether verbal, emotional or physical will not be accepted.

#### First Steps nursery staff encourages positive behaviour by:

- Praising and reinforcing good behaviour encouraging sharing and negotiation making sure that all staff, volunteers and students set good examples for the children.
- Having realistic expectations of what children can achieve given their developmental age.
- Using clear boundaries and rules to help children understand what is expected of them.
- Being consistent.

- Giving children attention as individuals as well as group attention this way all children feel special.
- Helping children understand the effects of their behaviour on others.
- Helping children to challenge bullying, harassment and name-calling.
- Encouraging responsibility, for example helping to tidy up.
- Reassuring children that they are always valued as individuals even if their behaviour may be sometimes unacceptable.

#### We at First Steps Childcare accept when handling behaviour it is important to:

Recognise that children are learning to deal with a range of emotions and feelings and will acknowledge those feelings and work with the children to find constructive solutions.

- Explain to children why the behaviour is unacceptable.
- Avoid damaging children's self esteem.
- Avoid discussing children's behaviour with staff or parents in front of them or others.
- Help children find solutions to conflict.
- Be consistent in applying agreed procedures.
- First Steps nursery staff DO NOT AND WILL NOT ADMINISTER PHYSICAL PUNISHMENT or any form of punishment with the intention of hurting or humiliating children in our care.
- Any member of staff found to be using corporate punishment will be fully investigated and could result in a disciplinary action or dismissal.

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### **Interventions practiced at First Steps nursery include:**

Withdrawing other children or adults from the situation.

Distraction and re-directing the child's attention.

Making the environment as safe as possible to avoid a child causing injury to themselves or a member of staff. If physical intervention is seen appropriate, we will ensure that the intervention is achieved with the minimum amount of force and for the minimum amount of time.

### **Circumstances in which we might consider physical intervention appropriate may be:**

Preventing an accident such as a child running into the road. Preventing injury or damage, for example if a child is having a temper tantrum. This action will be recorded by the child's key person and the parent/carer informed. Elaine Garland is the named person who has responsibility for the behaviour management she will initiate appropriate training and support, such as through the EYDCP and share expertise with staff.

Explore how local expertise can be accessed, involve parents and take their views into account.

### **Policy on the physical environment interior decoration**

The nursery has a policy of improving the interior decoration of the nursery, increasing levels of light and heat, which can have a major impact on the behaviour of the children.

Paint chips and similar damage will be regularly repaired. Graffiti appearing on the outside walls will always be removed immediately.

First Steps nursery will keep a record of any report of after hour's entry into the nursery grounds and will seek to encourage local residents to report anything observed. The nursery has a security alarm.

### **Internal security**

All staff are responsible for locking cupboards and storerooms that are designated their responsibility, reporting broken locks or missing keys within two hours of discovery and checking other security features in the nursery.

Designated staff have keys and one of these staff must take responsibility for a final tour of inspection on leaving the building - unless others so designated (such as the cleaning team) are still in the building.

It is considered an unacceptable breach of professional behaviour to leave out items, which should be locked away or fail to lock doors, cupboards, windows, etc.

### **Policy on disclosure information**

In line with the data protection act all information stored on the nurseries computer. Staff DBS checks will be stored for 6 months then a record of the number will be kept and the paper work will be shredded in line with CAPITA's recommendations.