

Extratime
Behaviour
Management
Policy &
Procedure



Behaviour Management Policy and Procedure

Extratime meets the needs of many children and young people who exhibit challenging and restrictive behaviours for a variety of reasons. Many have additional disabilities such as autism, epilepsy and communication difficulties. Many also have little or no comprehension of language and are unable to use speech/expressive language effectively.

Challenging Behaviour can be defined as follows;

'Behaviour of such intensity, frequency or duration that the physical safety of the person or others is likely to be placed in serious jeopardy, or behavior which is likely to seriously limit or delay access to and use of ordinary community facilities' (Blunden and Allen 1987)

Extratime promotes an ethos which demonstrates mutual respect for all children and young people and staff. All staff will adopt a consistent and agreed approach based on the understanding of self and others. Every staff member has a part to play in establishing and maintaining a positive and supportive culture. This includes having positive expectations of children and young people, and providing good social role models for children and young people. Staff will look at ways to celebrate achievements and we will encourage all children and young people and staff to be sensitive to the needs and feelings of others and show respect for other cultures and beliefs. Equality of opportunity will be actively promoted.

Children and young people will be encouraged to think and talk about their behavior where appropriate, and will be encouraged to develop self-control and independence.

At all times we will ensure that we observe and consider the potential underlying causes of the behavior a child or young person is exhibiting so that we can best understand it before intervening.

We will work collaboratively and supportively with parent carers to establish better understanding of the child or young person so that we can meet their behavior support needs. We will also meet with other professionals as necessary to develop a better understanding and ensure consistency in working practices across multiple services.

Extratime uses a variety of responses to re enforce positive behaviour and these include;

- Supporting children and young people to develop effective mechanisms to communicate their needs, and feelings ensuring we respond effectively to their communicative attempts
- Verbal praise, supported by other communication methods as necessary such as signs, symbols.
- Reward stickers for positive behavior
- An environment in which a child experiences success and is not exposed to failure
- Use of reinforcement of appropriate behavior and withdrawal of attention or interaction to reduce negative or unwanted behaviors
- Partnership with parent carers to ensure continuity of practice
- The development of an understanding of 'natural consequences' to actions



Behaviour Management Policy and Procedure

Other practical arrangements which are considered;

- The presence of simple routines and structures that give children and young people the confidence of knowing what is expected of them, and what is going to happen next including the use of visual timetables
- All Staff being aware of the potential triggers for negative behaviours and managing these potential difficult times through pre planning
- Use of 'grouping' arrangements to ensure appropriate activities for all children and young people particularly at unstructured times such as lunchtime, snack time etc.

For children and young people that do behave in an unacceptable manner a range of sanctions can be used;

- Staff intervention through body language, facial expression, or simple reprimands supported by signs and symbols as required

The following must be discussed as a staff team and agreed before working with any child or young person, and detailed within their behaviour plans as a response to certain negative behaviours. These must also be discussed with management prior to implementation;

- Loss of privileges that is appropriate
- Possible exclusion from an activity
- Removal from the physical environment in accordance with the Physical Intervention Guidelines

Examples of sanctions that are prohibited (not allowed);

- Exclusion is not a sanction that Extratime supports (this also includes sending children and young people home early from sessions because of negative behaviours). This would only be considered in the rarest of circumstances and very much as a last resort. Exclusion will only be considered if every other avenue to manage the behaviours have been explored. This must be discussed with management prior to being implemented.
- Removal of food
- Smacking or corporal punishment
- Physical restraint not specifically in training packages, or by someone not trained in physical restraint (unless deemed an appropriate response due to an emergency situation)
- Use of physical pain, or unnecessary manual handling or intervening physically when not necessary
- Locking in a room with the child or young person inside (unless deemed an appropriate response due to an emergency situation in the short term – this would be seen as restrictive practice and must be recorded as such on an Accident, Incident & Near Miss Form). Doors may be held closed for a similar reason.



- It is the responsibility of the supervisor to ensure that behaviour by any child/young person or member of staff does not have a negative effect on other users of the project, and to address any unacceptable behaviour incidents that arise.
- Every child and young person has the right to be treated fairly in all circumstances and situations and in accordance to their individual needs.
- Every child and young person has the right to be protected from all forms of abuse or threatening behaviour, whether physical, mental, verbal or emotional.
- Every child and young person has the right to be respected, listened to and have their needs taken into account.
- All children and young people have the right to have a say in anything that affects them.
- No child and young person should be publicly disciplined. They should be spoken to away from the group and talked to on a one-to-one basis as appropriate.
- Any behaviour that does not comply with the Extratime's equal and diversity policy will be addressed. Language or behaviour designed to be offensive to anyone is unacceptable and will not be tolerated.
- Procedures (listed below) will be adhered to at all times
- Incidents of challenging behaviour, and tactics for addressing such behaviour, will be discussed at team meetings on a regular basis, and reviewed with management through supervisions and meetings as required.
- Staff will dress appropriately at all times – this includes wearing their Extratime t Shirt every day that they are in, flat enclosed shoes, loose comfortable clothing that doesn't restrict movement, avoid clothes and accessories that may entice grabbing or pulling, and not having any underwear on show or low cut tops that are revealing and as a result enticing for children and young people
- Parent carers will be kept informed of any incidents, and subsequent action plans formulated by the team in response to their child's or young person's behaviour in accordance with a prior agreed level of informing.



Procedures for Challenging Behaviour

Level One: Minor Incidents

For example: name calling, disrespect of equipment, materials, property or stealing.

- Staff member informs child or young person appropriately that their behaviour has been inappropriate, tries to establish why the incident occurred and discusses with them how the situation can be resolved. No further action is needed.
- Child or young person makes amends if appropriate.
- Any incidents discussed at the end of session with the rest of the staff team.

Level Two: Moderate Incidents – Recorded on an Accident, Incident or Near Miss Form

For example: if the incident involves others, or s a risk to self or others, behaviours escalate, damage to equipment, property, leaving the building unsupervised without permission

- Matters have been dealt with as above but have not been responded to.
- Staff member informs supervisor who then talks with the child or young person and parent carer as appropriate. This can be at the end of the session or depending on behaviour, during the session as necessary.
- An Accident, Incident or Near Miss Form completed at the earliest opportunity (on the day of the incident) and discussed with the staff team and the incident reporting procedure is then followed).
- The matter is addressed through continued appropriate communication with the child or young person and the parent carers until the situation is resolved.
- All ongoing negative behaviours will be recorded and monitored and associated paperwork reviewed, such as behaviour plans, and risk assessments.

Level Three: Serious Incident

For example: physical violence or aggression of another child or adult, using discriminatory language or behavior, serious injury or damage caused

- Staff member informs supervisor immediately and writes a detailed account of the event in the Accident, Incident or Near Miss form.
- Procedures for level one are followed.
- If child or young person does not respond, the Supervisor contacts the parent carer immediately who, depending on the severity of the incident, may have to take their child or young person home. All other avenues must be explored first.
- This incident is discussed at the end of the session with the rest of the staff team and a procedure for dealing with the incident is decided upon, with support from management. This is followed up by a phone call to the parent carer by the supervisor or coordinator (if necessary) and the paperwork updated as appropriate.
- Parent carers need to be aware of our policy for dealing with the challenging behaviour and this may need to be gone through with them.



Behaviour Management Policy and Procedure

- The matter is addressed through continued communication with the parent carer and child or young person until the matter has been resolved.
- If the incident is related to any safeguarding concerns then Extratime's Safeguarding Policy and Procedure will be adhered to.
- Information about incident of behavior may also be reported to other professionals within the network such as social workers. Parent carers will be informed if this is the case, and this will be detailed on any paperwork.

Please note these procedures are general guidelines and may not be appropriate to every incident of challenging behaviour in the projects. More effective strategies for responding to individual children and young people in the projects may be developed and should be consistent with approaches used in other settings that the child or young person attends such as home, school or short break service etc. The supervisor and coordinators (as necessary) will be responsible for liaising with other professionals concerned with the child or young person and sharing information where appropriate. (See Information Sharing Policy)

Visitors to the projects

We ask all adults and young people who may attend the projects to collect their child or young person, or to bring information, to follow the same codes of behaviour.

We would like to draw your attention to the following in particular:

- Please consider your language when on site, we encourage no swearing by all.
- We do not tolerate any physical or emotional aggression on site. Anyone doing this will be asked to leave the site immediately.
- There is no smoking anywhere on site.
- Please do feel free to ask questions of staff and make suggestions about the service, we welcome this.
- If you are concerned about any aspect of the service, or you would like to chat about your child's or young person's experience of the project, please do not hesitate to speak to the supervisor. We will make confidential time to chat with you.

The supervisor of the project venue is your first contact for all issues. If you have an issue with staff members please try and raise it with them first, your views will be listened to. If you cannot resolve the issue the supervisor will call in the co-ordinator who will help to resolve the problem. You can contact the office at any time on 01273 420580.



Behaviour Management Policy and Procedure

Document version and review control

Date Written	Written by:	Approved by Executive Committee:
October 2009	Becky Jenner	February 2010
Reviewed Oct/Nov 2012		
Reviewed Sept 2015	Zoe Anstey/Sam Price	
Document to be reviewed in September 2017		