

Managing Behaviour Policy, Múin After-School

Updated June 2022

A copy of this policy is provided or available to all parents/ guardians and caregivers upon registration and any amendments to the policy will be communicated to all staff and parents. The policy is also available within the service and provided to all staff upon induction. This policy is available to School Age Children and will be communicated to them in a manner that is accessible and appropriate and in accordance with individual age and capacity

The behaviour policy at Múin is specific to school age children attending our after-school service, we also include a policy on staff behaviour. We will ensure our environment is a safe and happy place for all children. We maintain an emphasis on being polite, considerate and co-operative, respecting each other and the property and equipment onsite.

We will consult with staff, families and children so that our policy and procedures reflect the specific and cultural needs of children attending this service.

Children are frequently engaged in activities which transfer skills and capacity for kindness, accountability and reparation.

If a child displays negative or harmful behaviours we discuss them with the parties involved. Each child without exception is offered a space to explain what they have experienced. We offer

choices and implement natural and logical consequences, including if necessary the involvement of parents. Repeated incidences of undesirable or harmful behaviour may require a longer-term plan of responses.

In this a case a plan will be drawn up involving the perpetrator, staff and parents. If a child has been significantly affected by another child's undesirable behaviour, this child will also be informed of the steps that have been taken, as will their parents.

Staff will ensure that ALL children feel safe in the care of Muin. Bullying or intimidating behaviours are absolutely not tolerated, and all witnessed or highlighted instances are taken very seriously

Muin does not tolerate any of the following practices:

- Use of corporal punishment
- Use of threat or, any practices that are disrespectful, exploitive, intimidating or isolating including any emotional and / or physical harm to the child/children or neglecting any child
- Bullying of any form
- Restraint of children by unprovoked method

Staff Behaviour Policy at Múin after school:

Staff behaviour to all children is extremely important here at Múin after school, if any staff member's behaviour should result in a negative experience for any of the child/children attending Muin, the after school manager will address the situation professionally and ensure this behaviour does not continue. Any form of ill/abusive/neglectful and or sexual behaviour is not tolerated by any means. We recognise that implementation is an ongoing process.

Our service is committed to the implementation of this Child Safeguarding Statement and the accompanying child safeguarding policies and procedures that support our intention to keep children safe from harm while availing of our services.

This Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which the statement refers. This statement and policy is available to all parents/staff (guardians and caregivers) and is available within the service. It has been provided to all staff, volunteers and any other persons involved with the service. It is readily accessible to parents and guardians upon request. A copy of this statement will be made available to Tusla and members of the public if requested.

Procedure for supporting positive behaviour, positive practice:

- Staff will be role models for positive behaviour through their interaction with both children and adults within the service.

- Taking into account children's age and developmental stage role modelling will include; Explaining feelings, using a calm tone of voice, getting down to a child's level, giving choices to children, using language to help children understand positive decisions, waiting and checking for the child's understanding.
- We have a procedure in which we monitor and record any incidents or issues in relation to supporting children with managing their own behaviour

In cases where supporting children's behaviour becomes a bigger issue than our policies and procedures can manage we will consult parents and with other professionals • Children's efforts, achievements and feelings will be acknowledged by sincere encouragement leading to growth in self- esteem and self-discipline

- All rules will be kept clear and simple. Children will participate in making rules and group Agreements
- Staff will always comfort an upset child/children
- Children will be able to move from activities which don't hold their interest, they will have time to use the outdoor space
- Using professional, age appropriate resources, we will discuss different feelings and emotions allowing children to feel safe and comfortable expressing concerns or issues to staff.

Rules and Expectation Policy:

- Behaviour and Good Manners/Safety and Security Rules:
Show respect to peers, teachers and other adults
- Children must help each other
- Children must listen to peers and teachers
- Children must share

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- Children are not permitted to use offensive language
- Children are not permitted to physically harm peers or teachers
- Children are not permitted to damage any property within the setting
- Safety rules must be obeyed
- No interference of fire extinguishers
- Follow instructions for emergency evacuations
- Children are not permitted to leave the premises unless parent/guardian has come to pick them up. If you feel ill please highlight to the teacher and appropriate action can be taken
- Children are not allowed to leave the classroom unless the teacher has given permission (children ask the teacher to use the bathroom)
- Children are not permitted to bring dangerous objects to the setting such as knives, lasers or laser pens and items of value
- Children are responsible for any property brought in school bags to the setting

Children must sit at the table for lunch (at this time children are not permitted to be moving the classroom to avoid any dangerous such as choking or being injured)

- Children are not permitted to climb any property indoor or outdoor while on the premises
- Children are to take all rubbish home to help keep the school tidy and free from litter
- Children are asked to respect the school property and materials that they use during their time at after school
- If property is damaged continuously by one individual, parents will have to replace any damaged property
- Devices such as mobiles, i-pads and computers are not permitted unless the teacher has given permission.

Teachers will explain all rules to children, and they will be displayed in the classroom in a child friendly format as precaution, parents will be given the full policy upon registration and the rules of the after school are highlighted. Full policy is also communicated to all staff working within the after school.

Cyber Bullying Policy

The aims of this policy are to provide background information on cyber bullying which forms the basis of information provided to parents and students which will ensure that pupils, staff and parents understand what cyber bullying is and how it can be combated.

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To outline the practices and procedures to be used by the school to prevent and control cyber bullying and to ensure that reported incidents of cyberbullying are dealt with effectively and in a timely manner.

Background information on cyberbullying:

Definition of bullying :“*Bullying is intentional negative behaviour that typically occurs with some repetitiveness and is directed against a person who has difficulty defending himself or herself*”

What is cyber-bullying?

Cyber bullying can be defined by the definition of bullying above that occurs over the internet or via mobile phone. Cyber bullying can take many forms which include:

- Text messages – can be threatening or cause discomfort.
- Picture/video-clips via mobile phone cameras – images sent to others to make the victim feel threatened or embarrassed.
- Mobile phone calls – silent calls, abusive messages or stealing the victim’s phone and using it to harass others, to make them believe the victim is responsible.

Emails – threatening or bullying emails, often sent using a pseudonym or somebody else’s name.

- Chat room bullying – menacing or upsetting responses to children or young people when they are in a web-based chat room.
- Instant messaging (IM) – unpleasant messages sent while children conduct real-time conversations online using MSM (Microsoft Messenger), Yahoo Chat or similar tools.
- Bullying via websites – use of defamatory blogs (web logs), personal websites and online personal ‘own web space’ sites such as YouTube, Facebook, Snapchat, or any such site that may be developed in the future. Game consoles which have internet access and internet gaming opportunities to connect with other users are also a channel which can be misused and abused.

Mobile devices are not usually allowed in school premises, it is our experience that cyber bullying usually occurs outside of the school premises and school hours. Therefore, it is strongly recommended that in order to prevent or curb cyber bullying technology devices are not allowed in the service.

Múin After School recommends that parents should seek to ensure the following:

- Children should not have access to the Internet on a phone, computer or any device which cannot be in full view in the home and in particular children, should not have unsupervised access to these devices in their bedrooms.

Parents should become aware of cyberbullying.

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- No primary school child should have access at any time to Facebook, Snapchat or any such social media site which is used by adults.
- Parents should be aware of and monitor all of their children's activity online.

If a parent becomes aware that their child is being bullied via online routes by another child within Múin After School, we strongly advise that parents do not approach other parents but instead bring the matter to the attention of the school.

Our advice to pupils on prevention and control of cyber bullying will be provided to all children in Múin After School.

If you are being bullied by phone or the Internet: Remember, bullying is never your fault, but it is something over which you can have an influence. It can be stopped and it can usually be traced.

- Don't ignore the bullying.
- Tell someone you trust, such as a teacher or parent or call an advice line (e.g. Childline).
- Never give out your personal details online.

Keep and save any bullying emails, text messages or images. Then you can show them to a parent or teacher as evidence.

- If you can, make a note of the time and date bullying messages or images were sent, and note any details about the sender.

There are plenty of online resources advising on how to react to cyberbullying e.g. <https://antibullyingcentre.ie/>

Cyber Bullying Prevention Management Policy at Múin After School

Our policy is to minimise opportunities within the after school premises for cyberbullying. The children in Muin After School are not permitted to have a mobile phone switched on while on the school premises and grounds. Use of a dedicated after school laptop for informal educational purposes will be always supervised by a member of staff. Safety restrictions will be in place on the computer.

Children will learn about cyberbullying through:

- Discussions and answering questions
- The issue being raised regularly (once a month)
- Posters and leaflets which will be displayed throughout the after school.

Our policy is to ensure that all reports of cyberbullying are investigated, recorded, and stored in the office and monitored regularly. The Anti-bullying Policy of Múin After School shall apply to this policy also. Staff, pupils and parents will be urged

- to report any incident of cyber bullying to the after school manager.

All reports of cyber bullying will be investigated, recorded, stored in the office and monitored regularly.

Incidents of cyber bullying in relation to any member of staff will be taken very seriously, up to and including suspension and expulsion in extreme cases.

The Gardaí/Social Services will be contacted in cases of actual or suspected illegal content.

This policy will be reviewed annually, an updated policy will always be given to every parent to ensure the issues are communicated and understood.

Managing Conflict Policy

Múin after school acknowledges that conflict can arise between children, and also between staff and children. We take the following steps to ensure conflicts are resolved appropriately and effectively, please see our complaints policy for further information regarding steps taken when conflict is not resolved.

-Communication -Approach -Observation -Environment

Communication is an essential step to resolving conflict, whether it is amongst the children themselves, or after school staff. (It is the manager's job to resolve conflict between staff and a child and staff and other after school staff members).

It is always important to *Approach* conflict with care and consideration for all children/staff, everyone's feelings are important. It is vital that all are acknowledged and treated with consideration, this might relieve some tension in the conflict and may settle the issue.

Observation is crucial and can be key to avoiding and resolving conflict in the centre.

Environment, strategically placing equipment in different places throughout the facility can make it much simpler for the day care provider to remove a contentious child from a conflict and mediate it.

Missing Child Policy

Missing

Definition: When a child's whereabouts cannot be established and where the circumstances are out of character, or the context suggests the child may be the subject of a crime or at risk of harm to themselves or another.

Is the child at significant risk?

A child missing during after school service hours incident would be prioritised as significant risk' where:

The risk posed is immediate and there are substantial grounds for believing that the child/young person is in danger through their own vulnerability.

Vulnerability characteristics may include:

- Children on a plan (Early Help, Child in Need, Looked After or Child Protection Plan).
- A disability and/or special educational needs. - Substance misuse
- Education health care plan.
- The risk posed is immediate and there are substantial grounds for believing that the public is in danger.
- There are indications that the child/young person has already come to harm (CSE, grooming, radicalisation etc.)

Other contributory factors should be taken into consideration when determining if the pupil is at significant risk, for example;

- Have there been past concerns about this child and family which together with the sudden disappearance are worrying?
- Is there any known history of drug or alcohol dependency within the family?
- Is there any known history of domestic violence?
- Is there concern about the parent/carer's ability to protect the child from harm?
- Is this very sudden and unexpected behaviour?
- Have there been any past concerns about the child associating with significantly older young people or adults?
- Was there any significant incident prior to the child's unexplained absence?
- Has the child been a victim of bullying?
- Are there health reasons to believe that the child is at risk? e.g. does the child need essential medication or health care?
- Was the child noted to be depressed prior to the child's unexplained absence?

- Are there religious or cultural reasons to believe that the child is at risk? e.g. rites of passage, female genital mutilation or forced marriage planned for the child?

Missing Child Procedure

Once a child is identified as missing by any member of school staff, the Designated Safeguarding Lead will be informed. Staff will use professional judgement and risk assess the urgency of the situation to help inform the timeframe required in establishing the pupils' whereabouts before notifying the Gardaí.

Timeliness will be on a case-by-case basis. The designated Safeguarding Leader, will together with the after school staff, assess the child's vulnerability. After school staff will try to locate the child and try to establish the whereabouts of them. School staff will contact home and try to contact the pupil via their mobile telephone if known.

Notifying the Gardaí:

The information required by the Gardaí to assist in locating and returning the pupil to a safe environment is as follows:

- The child's name/s and date of birth
- Where, when and time they went missing

- Description and recent photo
- Medical history, if relevant;

- What the child was wearing plus any belongings they had with them such as bags, phone etc.

- Previous missing episodes if any, and where they went
- Who, if anyone, they went missing with

Circumstances or events around going missing with relevant safeguarding information;

- Details of family, friends and associates:
- Contact details of safeguarding lead if it was after school hours.

Whilst the search is ongoing, the after school manager/staff will continue to liaise with the Gardaí and act in accordance with instructions.

Option 1 – if the child returns before the guards have arrived then the Guards must be informed and the after school procedures need to be followed.

Option 2 - if the child returns to school of their own volition, then the Gardaí must be informed and after school procedures need to be followed.

Option 3 - if the Gardaí locate the child and bring them back to the school the Guards will conduct the safe and well interview and the school will follow After school procedure.

Where a child has a known risk of being missing, a risk assessment for the pupil will be written and put into place.

Procedure for when a child leaves Múin unaccompanied without permission

Once staff notices a child has left the building unaccompanied and without authorisation these are the following steps that staff must take.

1. Remain calm, not to alert and upset other children
2. One staff member will double check toilets and stairwell and the other staff member will commence ahead
3. One staff member will notify Manager if not on site
4. Staff will ring Gardaí and inform them of the missing child. Name, age and clothes the child is wearing and approximately the time child left building unaccompanied
5. Parents will then be informed their child has left the service
6. Staff will remain with other children in their service. If manager is also on site then the Manager will leave the service and look around the area outside and ask the public if they have seen a child fitting the Childs description.
7. Staff will fill in an incident report form
8. Manager and staff will have a meeting after the service has closed to see how the child was able to leave the premises and take action to prevent this from happening in the future

Policy for Challenging Behaviour and Physical Intervention

Múin After School recognises that there may be a need to physically intervene with a child. This is done when there is an obvious risk of safety to the child, other children, staff and property. Physical intervention is always used as a last resort in our service.

Múin After School is committed to ensuring that all staff and adults with responsibility for all the children's safety and welfare will deal professionally with all incidents involving aggressive or reckless behaviour. Physical intervention will be used as a last resort and only in the interest of safety for others, and it will be in the context of a respectful, supportive relationship with the child.

When there is a need to physically intervene with a child we will always ensure that the child suffers no pain and that no harm comes to the child or other children.

This policy applies to all staff who are authorised to use physical intervention. Our approach with best practice in mind regarding physical intervention outlined below should be considered alongside other relevant policies in the after school, specifically those policies involving behaviour, bullying and health and safety.

Staff within Múin must read our managing behaviour policy and sign a copy. Staff will be made aware by the manager when they can physically intervene with a child. They will be made aware that it is a last resort and must ensure no harm, pain or injury is

caused to the child when they are intervening. Types of intervention will be discussed and listed for staff.

In the following situations staff must judge whether or not physical intervention would be reasonable or appropriate:

- Risk to the safety of staff, the child, other children and visitors
- Where there is a risk of serious damage to property
- Where a child's behaviour is seriously prejudicial to good order and discipline
- Where a child is committing a criminal offence.

This judgement will consider the circumstances of the incident.

Staff will view physical intervention or restraint of a child as a last resort to maintaining a safe environment or when a developing risk of harm is evident.

If children are behaving disruptively or anti-socially, every effort will be made to manage behaviour positively to prevent a deterioration of the situation.

Staff will understand the importance of listening to and respecting children to create an environment which is generally calm and supportive. This, particularly when dealing with

children who may have emotional and behavioural needs which influence any negative feelings or behaviours.

All staff will understand the importance of responding to and considering the feelings of the child, which lie beneath the behaviour.

Our Practice for Challenging Behaviour (Specific Incidents):

Staff intervening with children will seek assistance from other members of staff at as early as possible since singlehanded intervention increases the risks of injury to both parties and does not provide a witness. All staff who become aware that another member of staff is intervening physically with a child will have a responsibility to provide a presence, and to offer support and assistance should this be required. Before intervening in a nonemergency, consideration will be given to whether other staff are available to assist.

Where possible, staff who have not been involved in the initial confrontation leading up to an incident, may be in a better position to intervene or restrain the child if this proves necessary. A child's behaviour may be adversely affected by the presence of an audience. Wherever possible, all other children will be removed from the area, or if this is not possible, the child will be removed from the audience. The child and member(s) of staff will withdraw to a quiet, but not completely private, place (e.g. two members of staff should be present or a door left open so that others are aware of the situation). Staff will be aware of the need to tell the child being restrained, in a calm and gentle manner that the reason for the intervention is to keep the child

and others safe. Staff will explain that as soon as the child calms down, she/he will be unrestrained.

-The child and the member of staff will be checked for any sign of injury after an incident.

First aid will be administered to anyone who requires it.

The child will be given time to become calm while staff continue to supervise her/him. When the child regains complete composure, a senior member of staff (or her/his nominee) will discuss the incident with the pupil and try to ascertain the reason for its occurrence. The child will be given an opportunity to explain things from her/his point of view. All necessary steps will be taken to re-establish the relationship between the child and the member(s) of staff involved in the incident.

In cases where it is not possible to speak to the child on the same day as the incident occurred, the debrief will take place as soon as possible after the child returns to school. All members of staff involved will be allowed a period to debrief and recover from the incident. This may involve access to external support. The after school manager will provide support to the member of staff involved.

Authorisation of staff to use physical intervention We recognise that most of the time physical intervention will be a last resort to maintaining a safe environment.

All staff are aware that we operate a back-up system to enable staff to call for help in emergencies.

Physical Intervention/ Restraint Approaches can only be regarded as reasonable in appropriate circumstances.

The following approaches are regarded as reasonable in appropriate circumstances:

- Holding for security and to reduce anxiety, where there is potential risk, even if the child is not yet out of control. This is best used when the child is anxious or confused. Its purpose is to diffuse or prevent escalation.

(Staff should take care that their actions should in no way be capable of being interpreted by the pupil as aggression).

- Physically interposing between children:
- Blocking a child's path
- Pushing if restricted to situations where reasonable force is used to resist a child's movement, rather than a forceful push that might cause the child to fall over
- Leading a child by the hand or arm
- Shepherding a child away by placing a hand in the centre of the back
- In extreme cases using restrictive holds, holds are to be avoided except for the most extreme circumstances. If a hold needs to occur we would advise holding the child around the waist, or from behind.

The following holds should not be used and are not permitted within Múin:

- Holding a child around the neck, or by the collar, or in any other way that might restrict a child ability to breathe.
- Slapping, punching or kicking a child
- Twisting or forcing limbs against a joint
- Tripping a child
- Holding a child by the hair or ear
- Holding a child face down on the ground
- Video recording an incident

All incidents that result in non-routine (physical) interventions will be recorded in detail by all members of staff who witnessed the intervention. Staff members must be detailed in their accounts which must be signed and dated by staff and signed and dated by Múin Manager. This report must be written within 24 hours of the incident's occurrence. The report will contain the following information:

- The name(s) and the job title(s) of the member(s) of staff who used reasonable force
- The name(s) of the child(s) involved

- Details of the incident leading up to the physical intervention
- Details of the attempt made to diffuse the situation before physical intervention is used
- When and where the incident took place
- Names of staff and child/children who witnessed the incident
- The reason that force was necessary
- The 'progress' of the incident (see below for guide)

Progress of the Incident includes the following:

Include details of the behaviour of the child which led up to the incident.

- Any attempts to resolve the situation.
- What was said by the after school staff and child.
- The degree of force used
- How it was applied
- How long it was used for
- The child's response and the eventual outcome
- Details of any injuries suffered by either staff or children
- Details of any damage to property
- Details of any medical treatment required (an accident form will be completed)

- Details of any follow-up, including contact with the parents/ carers of the child/ children involved may be added as they occur

This report must be made available to parents. If staff have not been able to fill out this report before the child is collected then staff must inform parents in a detailed manner of what happened that day. Parents will be presented the following day with the report to read and sign

Arrangements for Informing Parents

This policy is available upon registration to all parents.

- All interventions will be routinely recorded. Parents will be informed after a non-routine incident where physical intervention is used with their child and presented with a report to read and sign and date.
- Staff who work with children who have learning or physical disabilities (and who have Individual Education Plans, Individual Behaviour Plans) may need to use specific techniques routinely to manage challenging behaviour. Such arrangements will be discussed and agreed with parents/carers in advance on an individual basis.

Staff Training for Physical Intervention

- **The use of physical intervention is a *LAST RESORT* at all times**
- **Always try to calm situation first, such as; talking, guiding child away from situation, etc**
- **Staff must remain calm and responsible at all times**
- **Physical intervention may only occur to prevent injury to the child, other children, staff, visitors and to prevent damage to property**
- **If physical intervention cannot be prevented then make sure no harm, pain or injury is caused to the child**
- **Staff may take toy/equipment out of the child hand if they are throwing them to prevent damage to the toys, property and children**
- **Staff may stand between children if there is an altercation between children within the service and to prevent harm to a child**

- **Staff may gently hold a child by the waist or from behind to prevent harm. This cannot be a squeeze or tight hold**
- **Staff may only grab a child to prevent them from falling down the stairs or if a child goes to run out on the road on the way to the outside area**
- **Staff must complete and incident report within 24hrs of the incident, sign and date it**
- **Staff must discuss the incident with parents when they arrive for the child at collection time**
- **If parents are not collecting the child then staff must call the parents**
- **Staff must make Manager aware an incident took place, what actions were taken and show manager incident report to sign and date**
- **Staff must provide parents with the incident report at the first available time and ask parents to read, sign and date it**

Please sign if you have read and fully understand and agree to the above statements:

Staff Name : _____ **Date:** _____

The manager of the after-school service will update all staff regarding knowledge and training on behaviour management, all staff working in Múin after school will follow the policy, procedure and rules of the after-school service.

Múin After School managing behaviour policy will be revised annually and signed by the after-school manager. All changes will be communicated to all relevant stakeholders.