



Fulham

PRE-PREP

BEHAVIOUR, REWARDS AND SANCTIONS POLICY PART II: Pre-Prep & Nursery

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1. Introduction

This policy lays out the specific procedures in place to manage behaviour at Fulham Pre-Prep & Nursery. It should be read in conjunction with the Behaviour, Rewards and Sanctions Policy Part I: Whole School and associated policies.

2. Promoting Good Behaviour

All teachers establish classroom codes which are based on rights and responsibilities within the classroom setting and the Fulham Pre-Prep & Nursery Behaviour Code (Appendix 1). Playground rules are also clearly established and consistently applied.

We endeavour to minimise confrontation and use positive corrective practice by balancing the language of discipline with the language of encouragement, intervening calmly and where possible dealing with issues privately, with the individuals concerned.

We recognise the importance of working in partnership with parents on the very important issue of behaviour management. We ask that parents read this policy and ensure that the school codes are agreed and understood.

3. Rewards

Children are rewarded in a variety of ways for effort, work and behaviour including praise (verbal or written), stickers, visits to the Head and individual class reward systems.

- Every child has the opportunity to gain points for their House (Bishops, Crabtree, Hurlingham and Peterborough). House Points may be awarded for good practice, behaviour or work. These are totaled each week and weekly winners are announced at Assembly. A running total is held for the year.
- Each class has a 'wow' wall where achievements are shared.
- Each class also shares their good behaviour, work and attitude in a 'Golden Book Award', which takes place every three weeks, and there is a termly awards ceremony where lapel badges are presented for numerous good behaviour categories.

4. Discouraging Negative Behaviour

When rules are broken we emphasise the need to make amends and for reconciliation. We also emphasise that everyone is responsible for their own behaviour and must take responsibility for it. Children are encouraged to reflect, apologise and consider how they can put the matter right. Each child knows that there are consequences for misbehaviour and these are fair and consistent. As far as possible consequences show direct relation to the negative behaviour itself.

Parents are informed of any serious or continuing incidents occurring in school and we hope that we can always work closely together to achieve the best for every child.

Classroom rules are negotiated by class teachers and children within individual classes at the beginning of the new school year. Each class draws up their own set of rules, which are displayed in the classroom.

5. Sanctions

A Classroom Book is used to record misdemeanours and identify any patterns. Children may for example be repeatedly unruly in the lunchroom, or in the particular atmosphere of the playground. Another child may struggle with behaviour on Monday mornings after a tiring weekend. Identifying

any pattern allows effective strategies to be put in place.

Only in serious cases of disruptive or aggressive behaviour will the parents be telephoned by the Head immediately.

When a child's name is entered into the book by any member of staff the class teacher will mention the misdemeanor to the parent either through the homework/contact book, by email or preferably by chatting with them at the end of the school day. It is the responsibility of ALL staff to inform the class teacher if they enter a child's name into the book, in order that the class teacher can in turn inform the parents on the same day the misdemeanor has occurred.

It is the responsibility of the Head of EY, Head of Yr 1, and Head of Year 2 (year group head), to monitor the Classroom Books. If a child has their name entered three times during one half term, the class teacher discusses this with the assigned Head. The class teacher informs parents and the Year Group Head. The year group Head will discuss the entries with the class teacher and pupil.

Following this the year group Head will either email the parents directly or preferably speak with them at the end of the school day to discuss the strategies agreed. An agreement will be drawn up between the year group head and pupil on the way forward.

On the fourth entry the parents will be invited to visit the school for a discussion with the Pre-Prep Head, class teacher and pupil. From this point, an individual agreement will be put in place between the family and the School.

Appendix 1: Fulham Pre-Prep & Nursery Behaviour Code

We will:

- Work hard and always try our best
- Speak kindly and treat others with respect
- Play in a friendly, safe way
- Always tell the truth
- Remember that swearing is unacceptable
- Walk quietly around the school
- Respect all adults working in our school
- Leave toys and jewellery at home
- Respect each other's property
- Be in charge of ourselves and be willing to say sorry

Appendix 2: Fulham Pre-Prep & Nursery Playtime and Lunchtime Outdoor Play Guide

- Pupils are encouraged to be polite and well mannered at all times during play and unacceptable language will not be tolerated
- All children are required to ask permission from the duty staff to go to the toilet (or to go inside the school for any reason – Rec, Yr 1 & 2)
- All the children are required to stay within the boundaries e.g not on the Art room or rear fire exit stairs, near bins, scooters or bike storage area.
- Children are expected to wear appropriate clothing for the season in line with school uniform
- It is the responsibility of the staff member on duty to make decisions about entries into the Classroom Record Book, appropriate outdoor clothing and wet play arrangements
- Pupils are discouraged from fighting, wrestling or displaying signs of aggressive behaviour
- Pupils are discouraged from lifting or carrying other children for health and safety reasons
- All playground equipment must be used sensibly at all times (tying up with skipping ropes, placing ropes around the neck area, swinging and using bouncy hoppers to hit – are not permitted)

Appendix 3: Procedure to deal with biting

Please see: Fulham Pre-Prep & Nursery Biting Policy

Appendix 4: Procedures concerning restraint and intervention

Staff are advised that they are not required by the School to restrain children under any circumstances. However, there remains a common-law and safeguarding ‘duty of care’ upon all staff in School to protect the well-being of all children in our care and to intervene as they personally feel appropriate in any given set of circumstances. All incidents of restraint will be fully recorded and reviewed by the Head as Designated Safeguarding Lead (DSL) or the Deputy Designated Safeguarding Lead (DDSL).

It is essential that these procedures are followed carefully for the wellbeing of pupils and staff and to minimise the risk of subsequent complaint and investigation.

The power to restrain pupils applies on the school premises or elsewhere when under school control. Any physical intervention used will always be the minimum used to achieve the desired result. Physical restraint will only be used as a last resort when the action is taken:

1. In self-defence
2. Due to a risk of injury to parties involved
3. To prevent significant damage to property
4. Where a pupil is behaving in a way that is compromising good order and discipline

Other strategies and techniques will be used before the application of restraint.

All teachers at the Pre-Prep & Nursery are authorised to use reasonable force to control or restrain pupils. Other individuals are also authorised:

1. Teaching Assistants & Nursery Nurse & Supervisory Assistant
2. SEN staff
3. Admin staff
4. Caretakers
5. Primary First Aider

If any of the named people are aware a situation is developing, the following steps should be taken in line with this behaviour policy:

1. Ask the pupil to stop and inform them of the consequences should they continue
2. Warn the child that physical restraint will be used if they do not do as they are asked
3. Keep calm
4. Send for assistance (preferably the Head of Pre-Prep or Assistant Head)
5. Send other children/onlookers away if possible
6. Tell the pupil that you are restraining him/her to avoid them harming themselves, others or property. Where potential witnesses are present it is helpful if they hear you give this explanation
7. Physical intervention should be an act of control and care
8. Use only minimum force necessary
9. Attempt to communicate with the child throughout the incident
10. Be sensitive of your own strength and body weight and to issues of gender
11. Afterwards inform the Head of Pre-Prep if they have not already been informed
12. Record the incident in iSAMs and the Classroom Record Book, including date, time, place, pupil’s name, reason force was used, details of the incident, pupil’s response, outcome, any injuries sustained and identities of witnesses.

Examples of situations where reasonable force may be appropriate are as follows:

1. When a pupil attacks a member of staff
2. When pupils are fighting
3. When a pupil is deliberately damaging property
4. When a pupil is behaving in a way that is seriously disrupting a lesson
5. When a pupil is causing or at risk of causing damage or injury by accident, by rough play, or by misuse of dangerous materials or objects
6. When a pupil persistently refuses to leave an area and is abusive verbally or physically (it may be in the best interests of all to leave the child being monitored in the area and instead remove others)

Appropriate force:

1. Physically interposing between pupils
2. Blocking a child's path
3. Holding from behind – arms around torso, head to one side (this protects the restrained from biting, spitting or head butting)
4. Leading a pupil by the hand or arm
5. Shepherding a pupil by placing a hand in the centre of their back
6. Using more restrictive holds in extreme occasions

The Head (DSL) or DDSL will monitor the use of restraint. The Head may also be the first to exercise judgement in whether restraint used was reasonable, having made initial inquiries. Any subsequent query or complaints will be handled appropriately and as required with reference to other members of staff including the Executive Team, Fulham School.

The Head will advise the parent or guardian of any incident involving their child either immediately or at the end of the day, according to the seriousness of the incident.

Where a member of staff is assaulted or suffers injury as a consequence of using reasonable force or restraint they are advised to contact the Head with immediate effect. An accident/incident form must be completed within 24 hours.