



# **King's Rochester Sports Centre Behaviour Management Policy**

This policy is applicable to all children using the Sports Centre, Parents and the Carers.

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## **1. Aims**

At King's Rochester Sports Centre (KRSC) we aim to be a 'Facility for all'. Furthermore, all members of the Sports Centre Community strive to follow the mantra 'Work hard, play hard and look after each other'. At KRSC, we insist upon high standards of behaviour as we know that maintaining these standards provide a good foundation for children to achieve good academic outcomes without disruption, flourish in a range of activities and foster an environment in which all children feel safe and valued.

It is our expectation that most children are motivated to take part and will therefore maintain high standards of behaviour. However, we understand that there may be occasions when children make poor choices. This policy outlines the framework of positive recognition and support, and fair and consistent sanctions that all staff employ to ensure that excellent behaviour is celebrated and poor behaviour is challenged.

Maintaining high standards of behaviour is the responsibility of all staff and it is understood that there may be variation in staff tolerance of children's behaviour depending on the nature and context of the activity, all staff are expected to promote good behaviour amongst children and to deal with any unacceptable behaviour. Behaviour which does not allow constructive play or participation is unacceptable and staff will ensure this is not tolerated.

## **2. Scope and Application**

This Policy applies to the Sports Centre as a whole, together with the Code of Conduct and at all times when a child is partaking in any activity.

This Policy shall also apply to children at all times and places in circumstances where failing to apply this policy may:

- affect the health, safety or well-being of a member of the Camp or a member of the public;
- have repercussions for the orderly running of the Camp; or
- bring the Sports Centre into disrepute.

## **3. Behaviour, Discipline and the Regulatory Framework**

This Policy has been prepared to meet the Sports Centre towards Ofsted and with the principle of for all in mind.

- Children Acts 1989 and 2006;
- Data Protection Act 2018 and General Data Protection Regulation (GDPR);
- Equality Act 2010.
- Use of Reasonable Force – Advice for school leaders, staff and governing bodies. (DfE, July 2013)
- Searching, screening and confiscation: advice for schools (DfE, July 2022)

## **4. Rewards and Recognition**

At KRSC, we want our camps and activities to be one in which the recognition and reward of positive behaviour is the driving factor in maintaining our high standards.

Rewards include verbal praise, stickers, reward box, and positive reinforcement. If necessary, 'time out' from an activity may be used as a sanction. An escalation of poor behaviour may require the involvement of the Sports Centre Manager or the Holiday Camp Lead and communication with parents/ carers.

The named person for behaviour management in the Sports Centre is Mike Malone.

The named lead for the Holiday Camp is Maizie Payne.

### *Prizes*

During the Holiday Camps, Staff will look for opportunities to verbally praise occasions on which children demonstrate positive behaviour. Staff may also award 'Prizes'. These prizes are awarded to children and can be awarded for one of six categories – excellent participation, marvellous manners, contribution to activities, perseverance, looking after others and great collaboration.

## **5. Supporting Children in improving their Behaviour**

We recognise that children will sometimes need support in ensuring that their behaviour meets the standards expected by the Sports Centre. Such support includes:

- Publishing and reinforcing the Rules - Children will be reminded of the rules:
- Communicating with parents/carers when a children's behaviour starts to be of particular concern or where a specific incident of poor behaviour has taken place;
- Encouraging parents to support the Sports Centre's expectations, which are communicated upon signing up to the Holiday Camp programme

## **6. Sanctions**

Discipline within the Holiday Camp is the primary responsibility of the Holiday Camp staff concerned, and where appropriate, supported by the supporting Shift Manager and Management Team. Discipline and the maintenance of standards in general, are the responsibility of all members of staff.

Sanctions are applied with the aim of promoting positive behaviour. When considering the appropriate sanction, the risks posed to child welfare by an individual's behaviour will be assessed. This may include consideration of how any action taken, sanctions applied or inaction may affect that individual's welfare and, where appropriate, how it may affect other child's welfare and / or the Sports Centre community as a whole. All staff will try to ensure that punishments are proportionate to the offence, and should be constructive, enabling children to make reparation where possible. Possible Sanctions given to children are set out in more detail in Appendix 1.

The Sports Centre will investigate incidents of poor behaviour where necessary and sanctions will be issued accordingly. The Sports Centre will seek to ensure that all rewards and sanctions are applied fairly and consistently

Temporary Suspensions and Permanent Exclusions can be made.

## **7. Malicious allegations against staff**

Where a child makes an accusation against a member of staff and there is reasonable suspicion that the accusation has been deliberately invented or malicious, the Sports Centre Manager will consider which level of Sanction is appropriate.

Where a parent has made a deliberately invented or malicious allegation the Sports Centre Manager will consider whether to require that parent to remove their child or children from the Sports Centre on the basis that they have treated the Sports Centre or a member of staff unreasonably and compromised the requirement for mutual trust and confidence.

The Sports Centre will consider whether the police should be asked to consider if action might be appropriate against the person responsible for the allegation.

The Sports Centre will consider a malicious allegation to be one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

## **8. Corporal Punishment**

In accordance with Section 131 of the School Standards and Framework Act 1998, it is the policy of King's Rochester Sports Centre not to use or threaten the use of corporal punishment.

## **9. Use of Reasonable Force**

There are circumstances when it is appropriate for staff to use reasonable force to safeguard children. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between child or blocking a child's path, or active physical contact such as leading a child by the arm out of the classroom. The decision on whether or not to use reasonable force to control or restrain a child is down to the professional judgement of the staff concerned and should always depend on individual circumstances.

Any instance in which a member of staff has had to use reasonable force or restrain a child is recorded.

## **10. Search, Screening and Confiscation**

Authorised members of staff may search for and confiscate Prohibited or Banned items. The Sports Centre's procedures for such searches are set out in Appendix 2 below.

## **11. Behaviour and SEND**

KRSC acknowledges its legal duties under the Equality Act 2010, in respect of children with disabilities and special educational needs (SEN). We have high expectations of all Children at KRSC but recognise that SEN Children may require reasonable adjustments. Early intervention will also be put in place for SEND children who are experiencing particular behavioural issues, and suggested strategies will be discussed with parents and then passed onto staff.

## **12. Drugs and Alcohol, including Smoking and Vaping**

The Sports Centre prohibits the possession or use of drugs and the abuse of solvents. This policy is in accordance with the current laws of England and Wales. Equally important, KRSC believes that such behaviour is damaging to a young person's health, safety and independence.

### *Smoking and Vaping*

The KRSC Rules prohibit smoking and vaping and the possession of smoking and vaping materials. This is because of the demonstrated ill-effects of smoking and vaping. Any child who is caught smoking or vaping, or in possession of smoking or vaping materials, will be dealt with in the following way:

- for the first offence, a letter will be sent home to inform parents, information on support to stop smoking will be provided
- for the second offence children will face a two-day temporary suspension
- any further offence will be referred to the Sports Centre Manager whose sanctions may include temporary suspension or permanent exclusion.

## **13. Relationships**

KRSC Rules prohibit public displays of affection. Children, and staff around Children, may not engage in any activity which may be deemed to be sexual. Any child, and indeed any staff member, who breaks these guidelines may expect to be referred to the Sports Centre Manager, whose powers include temporary suspension or permanent exclusion.

#### **14. Behaviour Records**

All records created in accordance with this policy are managed in accordance with the Sports Centre policies that apply to the retention and destruction of records. Sanctions for all children are recorded.

Behaviour issues and incidents are tracked.

The Sports Centre Manager will analyse behaviour records and will look to identify any patterns that have emerged. As a result, they may, if appropriate, seek to address any particular points that have been identified. From time to time, sanction systems are evaluated.

The records created in accordance with this policy may contain personal data. In addition, staff must ensure that they follow the King's School Rochester data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's data protection and information security policies.

#### **15. Behaviour and Safeguarding**

Some behaviour by a child towards another may be of such a nature that safeguarding concerns are raised and further detail can be found in the Sport's Centre Safeguarding and Child Protection Policy. Safeguarding issues can manifest themselves via child on child abuse, to which a zero tolerance approach will be adopted. This includes, but is not limited to:

- bullying (including cyber-bullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- sharing of nudes or semi-nudes (the sending or posting of nude or semi-nude images, videos or live streams by young people under the age of 18);
- upskirting; and
- initiation / hazing type violence and rituals.

The Sports Centre policy and procedures with regard to child on child abuse are set out in the Sport Centre Safeguarding and Child Protection Policy. If behaviour and discipline matters give rise to a safeguarding concern, the procedures in the Policy will be followed.

#### **16. Parental Misconduct**

The Sports Centre reserves the right to have a child withdrawn when the parent or guardian of that child is proved to have shown serious or persistent misconduct in relation to another child, a member of staff, another parent or to the reputation of the Sports Centre.

Parents and guardians who accept a place at the Holiday Camp for their child undertake are expected to uphold KRSC policies and regulations, including this policy. They are expected to support KRSC's expectations in matters such as behaviour.

## Appendix 1 - Sanctions

Sanctions can vary due to the differing age of children, but may include things such as removal from a particular session or, withholding participation in free time, temporary suspension, or being removed or permanently excluded.

KRSC does not operate a 'tariff-based' approach to issuing sanctions and staff are careful to take the circumstances of both individual children and incidents into account, the paragraphs below set out some likely sanctions issued.

Sanctions may include:

- This involves the child being moved away from the group, under the supervision of a staff member in the room for 5-10 minutes. Then, the adult will discuss the child's behaviour with them and the child given the opportunity to talk through, with support, how they would self-regulate their behaviour if the situation occurred again.
- Loss of Free Play
- Temporary Suspension
- Permanent Exclusion or Removal

The table below includes examples of behaviours that may result in a particular sanction. Please note that this is NOT an exhaustive list and, as stated above, KRSC does not operate a 'tariff-based' approach to issuing sanctions and staff are careful to take the circumstances of both individual children and incidents into account.

Sanction	Examples of actions leading to the sanction
Immediate removal from the Group for a period of 5-10 minutes for a cool off period	Swearing, abusive or threatening behaviour to another child or staff member.
Loss of Free play	Every day, we have a 30-minute period after lunch where the children get to do what they want with all the equipment out. If the child continues to break the rules as above, this will be the next stage.
Temporary Suspension	Continued swearing at a member of staff, found with banned items, bringing the Sports Centre into disrepute, bullying another child, instances of physical violence or threatening behaviour, or severe bullying behaviour.
Permanent Exclusion	Bringing drugs or dangerous weapons into Holiday Camp, use of drugs, repeated behavioural issues where one or more temporary exclusions have already been served, serious instances of bullying, physical violence or intimidating behaviour.

## Appendix 2 - Search, Screening and Confiscation

On 1<sup>st</sup> September 2022, the DfE updated its [guidance](#) over searching, screening and confiscation.

In line with our values, KRSC recognises that we have a duty of care to the children in attendance. This means that we balance the need to safeguard all children by confiscating harmful, illegal, or disruptive items with the safeguarding needs and wellbeing of children suspected of possessing these items. We are also cognisant that all children have a right to expect a reasonable level of personal privacy, under [Article 8](#) of the European Convention on Human Rights. Any 'interference' with this right by the Sports Centre Staff must be justified and proportionate. We are aware of, and encourage staff to be especially vigilant about, possible biases affecting decisions to carry out or escalate searches. The Sports Centre Manager will ensure that a culture of safe, proportionate and appropriate searching is maintained.

### Who can search a Child?

Any search must be authorised, prior to any search being carried out, by either:

- The Sports Centre Manager
- The Holiday Camp Lead
- The Shift Manager
- The Bookings and Finance Co-ordinator

These members of staff will be provided with a copy of this guidance.

When carrying out a search:

- The person carrying out the search must be the same sex as the child being searched;
- There **must** be another member of staff present as a witness to the search - they don't have to be the same sex as the child.

The only exception is if:

- The searcher reasonably believes that there is a risk of serious harm being caused to a person if a search isn't carried out urgently **and**
- It's not reasonably practical to summon another member of staff (to carry out the search or act as a witness) within the time available.

If an authorised staff member conducts a search without a witness, they should immediately report it to another member of staff, and make sure that a record is kept.

### When can a Child be searched?

A Child can be searched if:

- They agree to the search;
- The authorised staff member has 'reasonable grounds' to suspect that the child may have a prohibited or banned item.

Reasonable grounds may include, but are not limited to, occasions such as:

A member of staff has heard the child or another child talking about a banned or prohibited item;

- A member of staff has been told directly of a banned or prohibited item;
- A member of staff has seen a banned or prohibited item;
- A member of staff notices a child behaving in a way that causes you to suspect that they're concealing a banned or prohibited item;
- Review of CCTV suggests that a child may have a banned or prohibited item;
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- A member of the public reports that they have seen a child behaving in a manner, that suggests that they may have a banned or prohibited item.

When deciding to search a student, the grounds for the search must be balanced against the child's age and any SEND.

### **What constitutes a banned or prohibited item?**

The list of prohibited Items is set out in [The Education Act 1996](#) and paragraph 3 of the DfE's guidance on searching, screening and confiscation. These items are:

- Knives or weapons;
- Alcohol;
- Illegal drugs or Paraphernalia;
- Stolen items;
- Tobacco and cigarette papers;
- Fireworks;
- Pornographic images;
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to:
  - Commit an offence;
  - Cause personal injury (including the child) or damage to property.

Being in possession of a prohibited item – especially knives, weapons, illegal drugs or stolen items – may mean that the Child is involved, or at risk of being involved, in antisocial or criminal behaviour including gang involvement, and in some cases may be involved in child criminal exploitation. A search may play a vital role in identifying children who may benefit from early help or a referral to the local authority children's social care services.

Banned Items are:

- Vapes or any Vaping Liquids;
- Energy Drinks;
- Sweets and Drinks bought in with the intention of selling them.

### **How should the search be conducted?**

#### *Before a Search*

The Authorised staff member should:

- Make an assessment of how urgent the search is, and consider the risk to other children and staff;
- Explain to the child why they are being searched, how and where the search will happen, and give them the opportunity to ask questions about it;
- Always seek the child's cooperation.

#### *If a child refuses to cooperate*

In this case, the authorised member of staff should first consider why this is, and act proportionally. It may be that the child:

- Is in possession of a prohibited or banned item;
- Doesn't understand the instructions they've been given or what a search will involve; Has had a previous distressing experience of being searched.

If the child still refuses to cooperate:

- The Sports Centre may sanction them in line with our behaviour policy;
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- If the authorised members of staff doesn't think that a search is needed urgently, they should seek advice from the Sports Centre Manager or the Holiday Camp lead;
- Assess whether the search would prevent the child from harming themselves or others, damaging property or causing disorder, and therefore it is necessary to use reasonable force to conduct the search. NB - reasonable force can only be used to search for prohibited items.

### *Carrying out the Search*

A child should be searched in an appropriate location that offers privacy from other children.

Authorised staff can search a child's pockets and require a child to remove outer clothing, meaning clothes that are not worn directly next to the skin or over underwear. Outer clothing also includes gloves, scarves and shoes.

You **cannot** ask a child to take off any further items of clothing.

The person conducting the search should be sensitive to whether a child is wearing outer clothing for religious reasons.

Authorised staff can also search a child's bag in the presence of the child and another member of staff (except in cases as detailed above).

### **How should a search be recorded?**

All searches should be recorded. The record of a search should include:

- The date, time and location of the search;
- Which child was searched;
- Who authorised the search;
- Who conducted the search and any other adults or child present;
- What was being searched for;
- The reason for searching;
- What items, if any, were found;
- What follow-up action was taken as a consequence of the search.

The DSL will review any recorded searches and if the DSL finds evidence that any Child is at risk of harm, a referral will be made to Children's Services.

Parents will always be informed of any search for a prohibited item that has taken place, and the outcome of the search, as soon as is practicable. A member of staff should inform the parents of what, if anything, has been confiscated and the resulting action KRSC has taken, including any sanctions applied.

Parents should also be informed of a search for an item banned by the KRSC policy. Any complaints about searching, screening or confiscation will be dealt with through the normal complaints procedure.

### **What should be done with any items confiscated during a search?**

Authorised staff members can confiscate any item they and that they have reasonable grounds for suspecting:

- Poses a risk to staff or child;
- Is a prohibited or banned item;
- Is evidence in relation to an offence.

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The list below outlines how confiscated items will be handled:

- Controlled drugs, or substances you suspect are controlled drugs or could be harmful - Deliver to the police (or safely dispose of if there is a good reason to do so);
- Alcohol, Smoking or Vaping Paraphernalia - Retain or dispose of as appropriate;
- Fireworks - Retain or dispose of as appropriate;
- Stolen items - Deliver to the police, return to the owner, or dispose of if there is a good reason to do so;
- Weapons or items which are evidence of a suspected offence - Deliver to the police as soon as possible;
- Items that have been (or are likely to be) used to cause injury or property damage - Deliver to the police, return to the owner, or dispose of if there is a good reason to do so;
- Pornographic material - Dispose of unless you suspect it constitutes a specific offence (i.e. it is extreme or an indecent image of a child) in which case deliver to the police as soon as possible.

In cases where there are multiple options, the member of staff will consider:

- The value of the item;
- Whether returning the item to the owner may place someone at risk of harm;
- Whether it's appropriate to return the item;
- Whether the item can be practically and safely disposed of.

Items discovered during a search can be confiscated, retained or disposed of as a disciplinary measure where it's reasonable to do so, as set out in [section 91 of the Education and Inspections Act 2006](#). The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

### **Searching and confiscating electronic devices**

Phones and Electronic Devices are not permitted on site at all and therefore any child bringing them on site, will have them confiscated immediately, and returned at the end of the day. (Exceptions are of course to any necessary medical equipment).

If the member of staff discovers inappropriate images, video, or other material, these should be deleted unless there are reasonable grounds to suspect that their possession is related to a specific illegal offence. In this case, the material should not be destroyed and the device containing the material should be handed over to the police as soon as possible.

If the member of staff suspects that they may find an indecent image or video of a child on a device, they should avoid viewing it and never copy, share, or save it. They should follow the guidance set out in the KRSC Safeguarding and Child Protection Policy with regards to dealing with incidents of the generation and/or sharing of indecent images.

Having searched the electronic device, if no material has been found that necessitates the device being passed to the police, the member of staff may confiscate the device until such time as the device can be returned directly to the child's parent/carer.