



Sidcot
Live Adventurously

**Policy Name: Behaviour and Discipline Policy – Out of School Holiday Clubs
and Sports Holiday Clubs**

Policy Number: 5.1b

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1. Introduction

1.1 Quakerism is central to our School ethos, irrespective of whether children are receiving education or childcare, as will be the case with out of school holiday and sports clubs.

1.2 The recognition and development of the “good” within each person, and the peaceful and reasonable resolution of conflict, are applications of Quaker principles. Sidcot considers itself to be a community in which every member must make his or her own contribution, as well as properly using the resources provided, and we expect School community behaviour to conform to the Quaker principles espoused. The disciplined framework of the School community is promoted through a cooperative atmosphere where all are encouraged to share responsibility, and where wise choices can be made about behaviour.

1.3 We encourage children to let their life speak for them; to ensure that their actions reflect well on them and the School; and to endeavour to act always with consideration and thought for the needs of others, whether in school, in the holiday club, sports camps or in the wider community.

2. Scope

2.1 This policy applies to all children attending the out of school holiday club, sports clubs and camps, irrespective of whether enrolled at Sidcot to receive formal education. All parents are required to read this policy and accept that it applies in these settings, when enrolling their children.

2.2 All staff working in the out of school holiday clubs, sports clubs and camps, must familiarise themselves with this policy and apply it consistently.

2.3 The Governing Body have established this policy in consultation with the Headmaster/Junior Head (as appropriate), staff and parents, to promote good behaviour and will keep it under review. Governors support the School in maintaining high standards of behaviour.

2.4 Although it is ultimately the Head (Senior School) and Junior School Head who implement behaviour and discipline within the School on a day to day basis for activities covered by this policy, this responsibility is delegated to the Out of School Care Manager, the Sports Centre Manager, the group leader of activity, and those staff working with them. Staff will be fully supported by their managers.

2.5 The Out of School Manager is the named practitioner responsible for behaviour management issues in the holiday club. The Sports Centre Manager is the named practitioner for the sports clubs and camps.

3. Aims of this Policy

- To support the provision of high-quality childcare which is engaging for children to broaden their horizons and is enjoyable;
- To support the offer to children of the opportunity to further their sports skills (in sports camp);
- To reinforce the principle that we treat all our children as individuals – children will always be fully consulted and informed about their choices;
- To ensure that child protection remains at the forefront of our minds and to ensure that we always work in the best interests of every child.

4. Sidcot School Code

4.1 Everyone is responsible for promoting the exemplary atmosphere, relationships and quality of life at Sidcot. Expectations of good behaviour are that all members of the School community are expected to be sensitive, co-operative and to show courtesy, consideration and respect for one another;

- We do not tolerate any behaviour intended to hurt, injure, threaten, frighten, or make fun of others;
- We share responsibility for the School, the community and the environment; we ensure that the school is clean, tidy and litter-free;
- We are responsible for our personal belongings. We respect one another's property, and school property;
- We carry out School commitments punctually and thoroughly;
- We do not use, abuse, or possess solvents, illegal drugs, alcohol or tobacco;
- We respect the School's Code of Conduct on the School premises, during School hours, to and from School and on School outings;
- We use peaceful mediation to solve difficulties.

5. Promoting Equality

5.1 The School is active in its responsibilities under the Equality Act 2010 and has an equal opportunities policy in place. The School will not discriminate on the basis of protected characteristics including race, colour, religion or belief, national, ethnic or social origin, gender, gender reassignment, sexual orientation, disability or special educational need.

5.2 The School recognises that where challenging behaviour is related to a child's special educational needs or disability, use of positive language and proportionate discipline and reward methods may enable the staff to manage the child's behaviour more effectively.

5.3 When considering sanctions, the needs of children with special educational needs or any disability will be specifically considered and in the case of escalating behaviour, there will be open and transparent communication with parents if a child is at risk of being asked not to return.

6. Rewards

6.1 The School recognises and rewards good behaviour, as it believes that this will ultimately help to develop an ethos of kindness and co-operation amongst all members of the School.

6.2 Holiday Club Out of School Workers will give verbal praise and reward stickers to younger children for good behaviour and work.

6.3 During sports camps, effort and endeavour will be recognised and praised, as much as winning, to promote the individual success of each student and their commitment.

7. Procedures for the Issue of Sanctions

7.1 While self-discipline and collective responsibility are our overall aims, there will be occasions when sanctions for misbehaviour must be imposed. In these circumstances, the approach is diagnostic, educative and supportive.

7.2 If necessary, out of school holiday clubs and sports clubs and camps may employ a number of different sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation and with consideration for the age of the child and any disability, or special educational need.

8. Range of Sanctions

8.1 The particular sanction will depend on the circumstances and will take into account the needs of the child.

8.2 The usual range of sanctions in ascending order is as follows:

- The child will be given a verbal warning;
- The child will be asked to reflect on the impact their behaviour is having on the group;
- In the case of Sports Clubs (where older children attend) the child will be given time out by themselves in close proximity to the activity to reflect on how their behaviour is impacting on the group. The child will be given time out with a member of staff on a one to one basis;
- Discussion will take place with parents and the Out of School Manager or Sports Centre Manager (or deputised member of staff), and if appropriate a child will be asked not to return. In this case, no fees will be repayable for any pre-booked sessions;
- If the child is enrolled at Sidcot School for formal education, there will be liaison with the class teacher, and, if appropriate, the Junior School Head or Deputy Head Pastoral (as appropriate) who is responsible for safeguarding and behavioural issues. In the event of a very serious issue, the school's discipline policies, including the exclusions policy may be followed.

9. Recording of Sanctions

9.1 Administration of major punishments, or repeated minor sanctions, is recorded in a log, with the name and age of the child, the nature and date of the offence, the reason for the sanction or punishment, and the name of the person administering it.

9.2 There is liaison, where appropriate, with class teachers/the Junior Head/Sports Centre Manager /Out of School Manager concerning the behaviour of children enrolled at Sidcot and behaviour logs will be cross referenced and recorded on SIMS.

10. Use of Reasonable Force and Physical Restraint

10.1 Any use of force by staff will be reasonable, proportionate and lawful and only in accordance with the School's Physical Restraint policy (5.7).

10.2 In deciding whether reasonable force is required, the needs of individual students will be considered, and reasonable adjustments will be made for students with special educational needs or disabilities.

10.3 Where restraint is used by staff, this is recorded in writing and the student's parents will be informed about serious incidents involving the use of force on the same day. Force is never used as a form of punishment. Please refer to the School's Physical Restraint Policy (5.7).

11. Corporal Punishment

11.1 It must be stressed that corporal punishment and the threat of corporal punishment is strictly prohibited under Section 131 of the School Standards and Framework Act 1998. This applies to all members of staff and voluntary helpers whether on school property or elsewhere. Violence towards others is not condoned and, furthermore, is contrary to the ethos of a Quaker establishment

12. Searching Children

12.1 Authorised staff have the power to search students for any items that have, or could be, used to cause harm or break the law, and for items banned by the School rules, including alcohol, drugs, stolen property and illegal and pornographic images in line with the rights of children to privacy. Please refer to the Search and Confiscation Policy 5.10.

13. Child Protection and Liaison with other Agencies

13.1 Where behavioural issues give cause to suspect that a child is in need or is suffering or is likely to suffer significant harm, the School's Safeguarding and Child Protection Policy (2.1) and procedures will be followed.

13.2 On occasion it may be appropriate to liaise with external agencies regarding concerns arising from behavioural issues, and to undertake a multi-agency approach. Under normal circumstances the School will do this in liaison with parents, unless there are child protection concerns which would indicate that this is not appropriate.

14. Malicious Allegations against Staff

14.1 Where a child makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious; a member of the Senior Leadership Team (SLT) will consider what form of disciplinary action to take in accordance with this policy.

14.2 Where a parent has made a deliberately invented malicious allegation the Out of School and Sports Centre Manager will consider whether to require that parent to withdraw their child or children from the out of school facilities. The School's exclusions policy will apply to enrolled students on the basis that they have treated the School or a member of staff unreasonably.

14.3 In accordance with the DfE's guidance Dealing with allegations of abuse against teachers and other staff (October 2012), the School will consider a malicious allegation to be one where there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.

14.4 Whether or not the person making the allegation is a child or a parent (or other member of the public), the School reserves the right to contact the police to determine whether any action might be appropriate.

15. Complaints

15.1 The School has an open-door policy, and we encourage parents to talk openly to us about any concerns, worries and complaints in the knowledge that the School takes such matters seriously.

15.2 Our staff team are trained to process any concerns and complaints and pass them onto the appropriate individual who will endeavour to respond within 24 hours.

All complaints, however serious, should always be referred to the Out of School Holiday Club Manager or Sports Centre Manager. If this route of communication is not appropriate, then please contact the Director of Operations or Operations Manager.

If necessary, complaints will be further investigated and a verbal or written reply will be returned to the complainant within 7 working days where possible. A record of complaints is maintained. Full details will be recorded on our database including any subsequent details, action taken and whether the complaint is complete. Where appropriate, any investigations will be undertaken in accordance with the principle that the welfare of the child is safeguarded and promoted.

16. Monitoring and Review of this Policy

16.1 This policy will be reviewed annually or sooner if major incident or change in guidance or statute dictate by the Sports Centre Manager, and the Out of School Care Manager in conjunction with the Pastoral Group. The Out of School Care Manager and Sports Centre Manager monitors all sanctions and identifies significant patterns and trends.

17. References

- The Equality Act 2010
- The Education Acts 1996 and 2006
- School Standards and Framework Act 1998
- The Education and Inspections Act 2006
- The School Standards and Framework Act 1998

Guidance

- The Education (Independent Schools Standards) Regulations 2014
- Handbook for the Inspection of Schools (Commentary of the Regulatory Requirements) (2019).
- The National Minimum Standards for Boarding Schools (effective from April 2015)
- SEND Code of Practice 0 -25 years 2015
- Keeping Children Safe in Education', DfE, 2022
- Working together to Safeguard Children', DfE, 2018
- 'What to do if you're worried a child is being abused', DfE, 2015
- Behaviour and discipline in schools DfE (2016)
- Dealing with allegations of abuse against teachers and other staff (DfE October 2012)
- DfE guidance "Use of Reasonable Force" (DfE July 2013)

18. Related Policies

2.1 Safeguarding and Child Protection Policy

2.2 Staff/ Student Code

2.11 Equal Opportunities (Children)

3.1 Admissions Policy

5.1, 5.1a, 5.1c – Behaviour and discipline policies for senior school, junior school, and EYFS

5.4 Anti bullying policy

5.6 Smoking, drugs and alcohol

5.7 Physical restraint

5.10 Search and confiscation

5.11 Exclusions

6.4 Special needs and Disability in practice (SEND)

19. Document Change History

Date of change 08.06.2016 – adopted by Board.	Detail significant changes and any new legislation/guidance taken into account Policy rewritten to reflect the nature of out of school care and holiday clubs as childcare provision, and to ensure consistency with other redrafted behaviour policies.
03.12.2016 – Reviewed by Board	Formatting changes, references updated. Paragraph 8 – reference to a child being given “time out” away from the group in sports clubs. Paragraph 9, clarification that repeated minor sanctions / major sanction regarding a child enrolled at the School, will be referred to teaching staff. Paragraph 10, removal of text regarding use of reasonable force and physical restraint – cross reference to physical restraint policy.
12.05.2017	Reformatted and references updated
23.11.2017	Paragraph 16 re review amended to reflect new process for review. Policy reviewed accordingly.
01.12.2018	Reviewed and adopted by the Board of Governors. References to Director of Sport replaced by Sports Centre Manager. Paragraph 12 reference to boarders deleted. Paragraph 14.2 reference to Headmaster replaced by Out of School Manager. References updated.
30.11.2019	Reviewed and adopted by Board References updated

	Wording “, there will be open and transparent communication with parents if a child is at risk of being asked not to return” added to paragraph 5.3 Policy will in the future be reviewed by the Pastoral Group
26.4.21	Reviewed by Out of School Care Manager Emma Webster Minor changes which include recording behaviour issues on SIMS and liaison also with Sports Centre Manager for any sanctions needed.
11.08.22	Reviewed by Out of School Care Manager Emma Webster Paragraph added to 8.2 regarding requesting a child to leave the setting if appropriate
1 September 2024	Policy reviewed and minor edits made
1 September 2025	Policy reviewed, not changes made
1 October 2025	Policy reviewed by Operations Manager Policy title changed to Behaviour and Discipline Policy – Out of School Holiday Clubs and Sports Holiday Club. Minor changes made throughout the policy removing reference to out of school care and rewording to out of school holiday club and sports clubs and camps. 14.1 Changed from the Head to a member of SLT. 15.2 Complaints wording updated. As this policy applies to clubs that run out of school a separate complaints process applies.