

Behaviour Policy

All children who attend the Club have a right to play and enjoy their activities without feeling intimidated, harassed or be subject to verbal or physical abuse.

We believe that children have a right to feel safe and secure in our care, and we promote behaviour which encourages individuals to respect one another in the following ways:

- Encouraging all children to agree what types of behaviour are acceptable and what is unacceptable. This agreed code of behaviour e.g. list of ground rules agreed by the children, will be displayed in the Club and reviewed when necessary. This code of behaviour will be included as part of the induction process for new children and staff.
- Good behaviour will always be praised by staff.
- Children will be encouraged to talk through their feelings rather than resort to unacceptable behaviour. Participation activities may support this.
- Discussing openly with children any issues so that they can develop their understanding of acceptable and unacceptable behaviour.
- Unacceptable behaviour will be dealt with as positively as possible with reasons being explained to the child/person involved.
- Staff will act as positive role models at all times.

The following behaviour will not be tolerated in this club

- Bullying (refer to anti-bullying policy); Harassment; Intimidation; Behaviour that is likely to lead to the health and safety of others being compromised.

In instances of unacceptable behaviour, the following steps will apply:

- The incident will be discussed privately with the child, in an appropriate way and taking full account of the child's level of understanding and he/she will be encouraged to resolve any conflict with any other child/ren involved.
- We will gauge appropriate behaviour by the individual child's age, level of understanding and specific needs. Children who have recognised behavioural difficulties will be given extra support in the Club to help them manage their own behaviour. We recognise that there may be special circumstances which might affect a child's behaviour, and we will deal with this appropriately.
- Details of more serious breaches are recorded in an incident book and the parent/carer informed of the incident, and any action taken, on the day it occurred.
- Staff do not use any form of physical intervention unless it is necessary to prevent personal injury to the child, other children or an adult, or serious damage to property.
- If a child continually endangers the health, safety or welfare of the other children or staff, a letter will be sent to the parent/carer.
- If the unacceptable behaviour persists, the parent/carer will receive a letter warning that, if the unacceptable behaviour continues, there is a risk that the child may be excluded from attending the Club.
- Should the unacceptable behaviour continue the child will be excluded? This will first be discussed with the management committee and the parent/carer. Conditions may be put in place so that the child may return to the Club.
- The child is kept informed of each stage of this process as relevant and appropriate to age and understanding.

In the event that a child commits an action of such seriousness, the management committee reserves the right to exclude that child immediately and their parents/carers will be contacted. Parents/carers have a right to appeal in the first instance using the Club's complaints policy and procedure.

The Club delegates responsibility for behaviour management issues to Debbie Hillier

This policy will be kept under active review and any revisions will be notified to parents/carers and CIW within 28 days as appropriate¹.

Unacceptable behaviour from adults/parents/carers will not be tolerated at our setting. Any harassment, aggression or abuse directed at our staff is not acceptable and such behaviour may result in the exclusion of your child/ren from our setting.

Parents/carers are asked to follow our complaints procedure to help resolve any issues that they may have.

¹ Standard 9.2, National Minimum Standards for Regulated Child Care, Regulation 23 (4), The Child Minding and Day Care (Wales) Regulations 2010

Polisi Ymddygiad

Mae gan bob plentyn sy'n mynychu'r Clwb hawl i chwarae, ac i fwynhau eu gweithgareddau, heb deimlo wedi'u dychrynu, eu haflonyddu, a heb fod yn destun camdriniaeth lafar na chorfforol.

Credwn fod gan blant yr hawl i deimlo'n ddiogel, a'u bod yn cael eu gwarchod, tra byddont yn ein Gofal, ac rydym yn hyrwyddo ymddygiad sy'n annog unigolion i barchu ei gilydd yn y ffyrdd canlynol:

- Anogir pob plentyn i gytuno ar y mathau o ymddygiad sy'n dderbyniol, a'r mathau sy'n annerbyniol. Arddangosir y cod ymddygiad hwn, e.e. rhestr o reolau sylfaenol a fydd wedi ei gytuno gan y plant, ac fe'i hadolygir yn ôl yr angen. Cynhwysir y cod ymddygiad hwn fel rhan o broses sefydlu plant a staff newydd.
- Canmolir ymddygiad da yn gyson gan y staff.
- Anogir y plant i drafod eu teimladau yn hytrach na throi at ymddygiad sy'n annerbyniol. Gall gweithgareddau cyfranogi fod yn gymorth yma.
- Trafodir yn agored gyda'r plant unrhyw faterion fel y gallant ddatblygu eu dealltwriaeth o ymddygiad derbyniol ac annerbyniol.
- Dylid ymdrin ag ymddygiad annerbyniol mor gadarnhaol â phosibl, gan egluro'r rhesymau i'r plentyn/person perthnasol.
- Bydd staff yn gweithredu fel modelau rôl cadarnhaol ar bob achlysur.

Ni oddefir yr ymddygiad canlynol yn y Clwb hwn

- Bwlio (cyfeirier at y polisi gwrth-fwlio); Aflonyddu ; Dychrynu; Ymddygiad sy'n debygol o arwain at beryglu iechyd a diogelwch eraill.

Mewn achosion o ymddygiad annerbyniol, bydd y camau canlynol yn berthnasol:

- Trafodir y digwyddiad yn breifat gyda'r plentyn, mewn modd priodol, gan lawn ystyried lefel ddealltwriaeth y plentyn. Yna fe'i hanogir ef/hi i ddatrys unrhyw gynnen gydag unrhyw blentyn/blant eraill.
- Byddwn yn mesur ymddygiad priodol yn ôl oed y plentyn unigol, ei lefel ddealltwriaeth a'i anghenion penodol. Rhoddir cefnogaeth ychwanegol yn y Clwb i blant sydd ag anawsterau ymddygiadol a gydnabyddir i'w helpu i reoli eu hymddygiad eu hunain. Cydnabyddwn y gallai fod yna amgylchiadau arbennig yn effeithio ar ymddygiad y plentyn, ac fe ymdriniwn â sefyllfa o'r fath yn briodol.
- Cofnodir manylion troseddu mwy difrifol mewn llyfr digwyddiadau a hysbysir y rhiant/Gofalwr o'r digwyddiad ar y diwrnod.
- Nid yw staff yn defnyddio unrhyw ffurf ar ymyrraeth gorfforol oni fo'n angenrheidiol er mwyn arbed y plentyn, plant eraill neu oedolyn rhag dioddef anaf personol, neu arbed niwed difrifol i eiddo.
- Os yw plentyn yn gyson wrthi'n peryglu iechyd, diogelwch neu les y plant eraill neu'r staff, anfonir llythyr at y rhiant/Gofalwr.
- Os parheir â'r ymddygiad annerbyniol bydd y rhiant/Gofalwr yn derbyn llythyr yn eu rhybuddio o'r risg y gellid gwahardd y plentyn rhag mynychu'r Clwb os bydd yr ymddygiad annerbyniol yn parhau.
- Os parheir â'r ymddygiad annerbyniol, gwaherddir y plentyn. Trafodir hyn yn gyntaf gan y pwyllgor rheoli a'r rhiant/Gofalwr. Gellid gosod amodau yn eu lle i alluogi'r plentyn i ddychwelyd i'r Clwb.
- Hysbysir y plentyn o bob cam o'r broses hon, fel y bo'n briodol yn ôl oed a dealltwriaeth.

Os yw plentyn yn gweithredu mewn modd hynod o ddifrifol, cedwir yr hawl gan y pwyllgor rheoli/rheolwyr i eithrio'r plentyn hwnnw'n syth, ac fe gysylltir â'u rhieni/gofalwyr. Mae gan rieni/gofalwyr yr hawl i apelio, yn y lle cyntaf gan ddefnyddio polisi, a gweithdrefn, gwyno'r Clwb.

Mae'r Clwb yn dirprwyo'r cyfrifoldeb dros faterion rheoli ymddygiad **[rhowch yr enw yma]**^{205 26}

Adolygir y polisi hwn, mewn ffordd weithiol, a hysbysir rhieni/gofalwyr a'r AGC o unrhyw adolygiadau, o fewn i 28 diwrnod, fel y bo'n briodol.²⁶

Ni oddefir ymddygiad annerbyniol gan oedolion/rhieni/gofalwyr yn ein Clwb ni.

Mae unrhyw aflonyddu, ymddygiad ymosodol neu gamdriniaeth a anelir at ein staff yn annerbyniol a gall ymddygiad o'r fath olygu gwahardd eich plentyn/plant o'n Clwb.

Gofynnir i rieni/gofalwyr ddilyn ein gweithdrefn gwynion i helpu unrhyw broblemau sydd ganddynt.