

**Puddle Ducks**  
**Behaviour and Discipline Policy**

- Acceptable social behaviour is encouraged by staff role model and considerate attitudes.
- A child would not be physically punished or restrained in any way.
- A child will not be shouted at or verbally abused.
- We will not tolerate hitting, biting, fighting, spitting and swearing. We include extra supervision in areas where incidents of biting have regularly occurred.
- If a child displays any of this behaviour that isn't appropriate the following steps will be taken:-
  - ★ Take the child away from the situation.
  - ★ Gain the child's eye to eye contact.
  - ★ Speak calmly and clearly saying that this behaviour is not acceptable in nursery.
  - ★ Encourage the child to act in a appropriate manner.
- The nursery staff praise and encourage positive behaviour by
  - ★ Giving stickers.
  - ★ Awarding achievement leaves for a nursery achievement tree.
  - ★ Stars for the Welsh achievement area.
  - ★ Awarding a brick to build the wall of kindness.
  - ★ Regular verbal encouragement and praise for any positive behaviour when the behaviour is shown.
  - ★ Giving the child special responsibilities e.g helper/leader for the day.
- If a child continues to display unacceptable behaviour the issue will be discussed with the parent/carer and then raised at the monthly staff meeting. The parent/carer must be aware of the gravity of the situation and the possibility of the child being excluded from the nursery.
- If there is no improvement the parent/carer will receive written notification that exclusion is under consideration.
- Final action will be exclusion.

**Named person for Behaviour and Discipline: Sarah Richards**