



Refusal of attendance Policy and Behavior Policy at camp

We are a children's holiday club service. Our aim is to have a safe and enjoyable club for children to attend during the school holidays. If we feel your child has demonstrated they cannot regulate their behavior within our setting we reserve the right to refuse and exclude any child. In this document we outline clearly when a child would be excluded.

After consultation with Ofsted and The Local Council Child Welfare Services we have based our policy on best practice.

Total Sports are within their rights to choose not to allow a child to attend any of their care settings at any time and with immediate effect, if in their opinion they feel they cannot manage the child's behavior.

We understand children have varying needs and we work closely to manage behavior in as a positive a way as possible. There are steps we follow, which are detailed in our behaviors policy, and would not exclude a child lightly but will do based upon the issues below.

Sometimes a child may not be manageable as they are unable to regulate their behavior to the levels that are expected in our settings and therefore would be refused attendance.

It is our duty of care to consider the welfare of other children in our setting.

It is our duty of care to consider the welfare of our staff team.

When will we refuse or exclude a child from our setting

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Issue	Description	Examples	Possible Solution to attend in the future
If a child requires 1:1 attention at our club	<p>If, in our opinion a child needs 1:1 supervision within our setting to help manage their behavior</p> <p>Some children have 1:1 at school but do not require this at our setting. Some do.</p> <p>Some children do not have 1:1 at school but may need it in our setting.</p>	A child needs someone with them at all times for us to safely have them in our setting.	Funding would need to be found by the parent and a 1:1 support person which is not their parent or guardian.. Total Sports do not have the capacity to supply an extra member of staff. Contact your Local Authority for help and Guidance
A child cannot regulate their behavior sufficiently to follow instructions	If a child refuses to follow instructions that are deemed to be dangerous to themselves, staff or other children	Refusing to go to or stay in the areas required when asked.	1:1 Support as above
		Goes into areas where they are not allowed	1:1 Support as above
		Refuses to follow the instructions of a staff member	1:1 Support as above
A child is a danger to themselves or others	If a child is deemed to put themselves or others in a dangerous situation	<p>Can't self regulate their behavior</p> <p>Stay in safe and set areas.</p> <p>Runs off</p> <p>Climbs on unsafe equipment ie chairs, table, fences..</p>	A child would have to be able to demonstrate their self regulation of their behavior had improved before being considered to re attend.



		Picks up / throws objects that can be dangerous	
Physically or verbally aggressive	If a child is physically aggressive to other children or staff	Uncontrollable bouts of behavior that require intervention	1:1 support as above
		Scare other children from their physical or verbal behavior	1:1 support as above

Total Sports have a Behavior Management Policy which is detailed on the next page. But please do understand that we follow this to help manage behavior. We will always do our best to manage behavior in as positive a way as possible.

However each child is ultimately responsible for their behavior at our settings.



Behavior Policy at camp

We operate a universal behavior policy at our camps which all coaches adopt and use every day. Our behavior policy has been created as a result of working in and with schools, OFSTED and the experience of delivering holiday camps for 17 years. The behavior policy is explained to children each day so they're aware of what happens if they misbehave on camp and what the reprimands are.

Action taken	Type of behavior which would result in this action being taken	Consequences
Coaches Warning	The child is repeating behavior which is affecting the session and upsetting other children. This behavior can be constant low level things such as talking over a coach, not listening to instructions or arguing with the coach. This can also be a major behavior issue which has happened for the first time such as hurting another child, pushing another child, walking or running away from a coach, going into an area which they're not allowed to or any behavior which a coach deems to be affecting the session and other children	The child will be given their coaches warning directly by the coach, they will be spoken to on a 1-1 basis away from the session and asked to sit out of the session for a period of time to enable them to think about their behavior and enable them to calm down and able to take part again.
Managers First Warning	If a child has had their coaches warning and are repeating the behavior which they have been warned about then they will be given a managers first warning. The managers first warning could also be for a serious event such as a child hitting, pushing or upsetting another child, running away from the session, breaking equipment or something at the venue, being rude to staff or swearing or any other behavior which a camp manager deems is not acceptable at a camp.	The child is verbally given a camp managers warning and removed from the session. The camp manager will write a behavior form up for them which will detail the events taken place during the day. The behavior form will be show to their parent/guardian and they will sign the form. The behavior form will be kept on record.
Managers Second Warning	If a child has had their first camp managers warning and are repeating the behavior which they have been warned about and which has been detailed in the behavior form then they will be given a managers second warning. The managers second warning could also be for a serious event	The child is verbally given their second camp managers warning and removed from the session. The camp manager will immediately call their parent/guardian to discuss the behavior which is

	<p>such as a child hitting, pushing or upsetting another child, running away from the session, breaking equipment or something at the venue, being rude to staff or swearing or any other behavior which a camp manager deems is not acceptable at a camp. The camp manager has the right to escalate straight to a second warning if the behavior is deemed extreme and it is in their judgement to do so.</p>	<p>happening and then the parent/guardian will be asked to speak to the child on the phone to discuss the behavior.</p>
<p>Managers Final Warning</p>	<p>If a child has had their second camp managers warning and are repeating the behavior which they have been warned about and which has been detailed in the behavior form and during the call to parents/guardians then they will be given a managers final warning. The managers final warning could also be for a serious event such as a child hitting, pushing or upsetting another child, running away from the session, breaking equipment or something at the venue, being rude to staff or swearing or any other behavior which a camp manager deems is not acceptable at a camp. The camp manager has the right to escalate straight to a final warning if the behavior is deemed extreme and it is in their judgement to do so.</p>	<p>The child will be immediately removed from the session and away from the group of children. Their parent/guardian will be called and asked to collect their child as soon as possible. If a parent/guardian is unable to collect straight away then the child will be isolated away from the rest of the children under the watch of the camp manager until they can be collected. The camp manager may also issue a cooling off period to the child in which they wont be able to attend camp in a set period, this could be for a day, a week, the full season or forever.</p>