

Behaviour Policy

Code of Behaviour for Columbus Club Summer Camp

Introduction and Rationale

Columbus Club is required by legislation to prepare and make available a Code of Behaviour for its students. The Education Welfare Act, 2000, stipulates that the school Code of Behaviour must be prepared in accordance with the guidelines issued by the National Educational Welfare Board (NEWB).

Mission Statement & the Code of Behaviour

In line with our Mission Statement every individual is valued, encouraged and respected for their uniqueness and facilitated to reach their full potential in a positive and supportive atmosphere. We, as a staff, believe our Code of Behaviour has an important role to play in fulfilling these aims and objectives.

Columbus Club aims to treat every child, irrespective of ability, religion (or no religion), race or gender, sexual orientation, or if they're a member of the Traveller community or if their family is in receipt of HAP assistance with dignity, fairness and respect.

Implementation of this Code of Behaviour is central to the provision of effective teaching and learning in Columbus Club . It is a reflection of our Summer Camp ethos and central to our Mission Statement.

Columbus Clubs Mission Statement

Columbus Club aims to provide a happy, secure, friendly learning environment, where children, parents, teachers, support staff and Management work in partnership, where each individual is valued, encouraged and respected for his/her uniqueness and facilitated to reach his/her full potential in a positive and supportive atmosphere.

Where and When the Code of Behaviour will apply

This Code of Behaviour will apply to all camp activities, regardless of timing and location. This will encompass the normal camp day.

Aims of the Code of Behaviour

Columbus Club's Code of Behaviour aims:

- to create a safe, secure and positive environment where teaching and learning can occur
- to promote a friendly, happy atmosphere which will help every child to reach their full potential
- to foster an atmosphere of acceptance, respect and consideration for all
- to promote positive behaviour and self-discipline where the children take ownership of their own behaviour
- to help our children to realise that they have choices about the behaviours they exhibit

- to help our children to mature into responsible and full participants in a learning community
- to assist Parents / Guardians in understanding the expectations and procedures that underpin the Code of Behaviour
- to ensure that all procedures of reward or sanction are implemented in a fair manner throughout the camp.

Responsibilities in Relation to Behaviour

The teachers and adults encountered by the children in Scoil Mhuire have an important responsibility to model high standards of behaviour, both in their dealings with the children and with each other. Our example has an important influence on the children.

As Teachers and Adults we aim to:

- create a positive climate with realistic expectations
- promote, through example, honesty and courtesy
- model the good behaviour we expect from the children
- provide a caring and effective teaching and learning environment
- encourage relationships based on kindness, respect and understanding of the needs of others
- ensure fair treatment for all regardless of age, gender, race, religion, ability or disability
- show appreciation for the efforts and contributions of all

The children in Scoil Mhuire can help enormously to make our school a positive, happy and effective learning environment by adhering to the school rules.

The Parents and Guardians of the children in Scoil Mhuire have the responsibility to ensure that their children abide by the expectations outlined in this Code of Discipline.

All Parents and Guardians should aim to:

- familiarise themselves with Columbus Club's Code of Behaviour and discuss same with their child
- read Columbus Club Code of behaviour on the Columbus Club website
- encourage their child to abide by the school rules
- encourage punctuality every day
- encourage attendance
- label their child's belongings for easy identification
- inform their child's class teacher about illnesses / camp absences by text or email
- ensure their child is eating a healthy lunch
- encourage good behaviour and respect for others at all times

- communicate with their child's teacher about factors likely to affect their child's behaviour in camp

Guidelines for Positive School Behaviour

The following standards of behaviour are expected of all members of the Columbus Club community.

- **Respect for self and others. Respect works both ways for everyone. When we show respect we are also shown respect in return.**
- Respect for camp venue property and buildings
- Respect for other children's property
- Follow instructions from staff immediately
- Do their best in all activities
- Listen to those who are speaking, including visitors to their classroom
- Be kind and show a willingness to help others
- Show courtesy and good manners at all times

Classroom Behaviour

Each teacher will have a set of expected classroom behaviours for his/her class level. Some teachers, for example in the senior classes, may draft a list of class rules with the help of the children in their class. Class rules should be kept to a maximum of 4 or 5. Class rules should emphasise positive behaviour e.g. 'walk' and not 'don't run'. The following general behaviours apply to all classes.

- Co-operate fully with your Teachers / SNAs / Substitute Teachers / Sports coaches / visiting instructors to Columbus Club etc
- Complete your camp activities to the best of your ability
- Aim to be on time for camp and enter by the correct gate and door
- Always walk around the camp venue with deference to the safety of others
- Enter and leave your classroom quietly
- Ask permission before leaving your classroom
- Help to tidy up your classroom at home-time every day
- Bring a healthy snack and lunch to camp every day

Behaviour on the Yard at Break-Times

Children have the opportunity to play and socialise with each other at morning and lunch break-times. The following points will help to keep the children safe while playing in the yard.

- Children are encouraged to treat others as they would like to be treated themselves
- All age groups have a designated play area and should remain in that yard

- Children should **never** leave the school grounds
- Benches around the yards facilitate quiet play
- Children eat their lunch in their classroom before / after yard times
- Children must ask permission from a supervising teacher / coach to leave the yard e.g. going to the toilet
- Children with injuries will be treated in the Secretary's office. Minor cuts / grazes will be dealt with by the supervising teacher /coach on the yard with their 1st Aid kit
- Serious injuries (e.g. bangs to head, cuts, bruising) will be recorded in the Incident Book (this is kept in the secretary's office) and the class teacher will be informed of such injuries at the end of break. The parents/guardians of any child who sustains a head bump/head injury will be informed immediately by phone.
- It is the responsibility of the school secretary, to communicate all incidents she has dealt with, to the class teachers at the end of break times every day
- Children are encouraged to be fair and inclusive when setting up their games
- Rough play, bad language and inappropriate gestures are not allowed at any time

Promoting Positive Behaviour

All children deserve encouragement to achieve their personal best. Our reward system seeks to provide encouragement to all children of all abilities and talents. Children will be encouraged, praised and listened to by all adults in Columbus Club. Praise for good behaviour should be as high as for good work.

The following are examples of how praise will be given:

- A quiet word or gesture to show approval
- Words of praise in front of group in camp
- Student of the week awarded by the Manager
- Camp of the week as observed by the Manager
- Words of praise after yard in front of whole camp
- Delegating some special responsibility of privilege
- A mention to Parents/Guardians, written/verbal communication

Rewards and Incentives for Positive Behaviour

Greater emphasis is placed on rewards than on sanctions. **This is not an exhaustive list.** Rewards may include the following.

- Stamps / stickers / points
- Class / group of the week / points systems
- Assembly / camp of the week

- Certificates / prizes / rewards

Unacceptable Behaviour

Three levels of Misbehaviour are recognised: **minor, serious and gross**. All everyday instances of **minor misbehaviours** will be dealt with by the class teacher or the supervising teacher at break-times.

Minor Misbehaviours

Examples of Minor Misbehaviours include:

- Interrupting activity in the camp
- Being discourteous / unmannerly
- Running in the corridors
- Rough play on the yard
- Leaving the classroom without checking with the class teacher
- Leaving the yard to go indoors at break times without checking with the supervising teacher / Coach

Class teachers will keep a **running record of minor misbehaviours**. If a pattern of minor misbehaviours appear, the class teacher may need to inform Parents/Guardians.

Serious Misbehaviours

Single instances of serious misbehaviour will be dealt with by the class teacher in conjunction with the Deputy Manager/Manager. Any single incident may be brought to the Parent/Guardian's attention at the discretion of the Deputy Manager/Manager.

Class teachers will keep a **running record of serious misbehaviours**.

In cases of **repeated serious misbehaviours** Parents/Guardians will be involved at an early stage and invited to meet the class teacher and Deputy Manager/Manager to discuss their child's behaviour.

Examples of Serious Misbehaviours include:

- Behaviour that is hurtful including threats, bullying, harassment, discrimination, and victimisation
- Using violent and/or aggressive behaviour towards others
- Verbally abusing a teacher / coach/ adult
- Behaviour that interferes with teaching and learning on a daily basis
- Damage to camp venue property
- Theft
- Having a mobile phone (without the express permission of the Manager or any device that can be used to record (audio or video), take photographs or make and receive calls and messages is not allowed in Columbus Club.

Gross Misbehaviours

Parents / Guardians will be informed immediately by the Manager if there is **one incident of gross misbehaviour**.

Examples of Gross Misbehaviours include:

- Physical abuse of a teacher / adult / other child
- Serious aggressive, threatening or violent behaviour towards a teacher / adult / other child
- Bringing dangerous implements to school
- Leaving Columbus Club Camp without permission
- Serious damage to property e.g. structural damage to camp venue building, broken window
- Bullying over a prolonged period of time after earlier interventions
- Non- attendance at camp unknown to Parents/Guardians
- Using a mobile phone at camp events / making or receiving calls or messages / engaging with a social media platform and taking pictures or recording (audio and video) on the camp venue premises (or at camp events) / taking photographs in a classroom and/or on yard of other children / adults

Sanctions for Unacceptable Behaviour

The purpose of a sanction is to bring about a change in behaviour by helping children to:

- learn that their behaviour is unacceptable
- see that their behaviour affects others
- understand that they have choices about their behaviour
- understand that their choices have consequences
- learn to take responsibility for their choices / behaviours
- discuss and devise strategies to prevent the behaviour occurring again

Sanctions should:

- reinforce the Code of Behaviour
- signal to other children that their wellbeing is being protected
- prevent serious disruption of Teaching and Learning
- be clear so that the child understands why the sanction is being applied
- make it clear that changes in behaviour are needed to avoid further sanctions
- make a clear distinction between minor, serious and major offences
- relate to an individual and not a group

- focus on the child's behaviour not on the child himself/herself

The following steps will be taken when a child behaves inappropriately. Individual teachers may put alternative measures in place depending on the circumstances involved and the age of the child. **This list is not exhaustive.**

The Camp Teacher will:

- ask the child to stop the behaviour
- discuss the behaviour and try reasoning with child
- advise the child how they can improve the behaviour
- ask the child to move away from his/her camp group to consider the behaviour
- ask the child to go to a nearby camp to consider his/her behaviour
- ask the child to write down their account of behaviour
- the class teacher can keep a record of the child's account of their behaviour
- inform the Manager / Deputy Manager about on-going behaviour
- apply loss of privileges e.g. / free play / activities
- in consultation with the Manager/ Deputy Manager apply further loss of privileges
- communicate with Parents/Guardians verbally or by email
- make an appointment with Parents/Guardians
- make an appointment with the Manager and Parents/Guardians

This following 8 Step Approach will be used for on-going disruptive behaviour when Teaching and Learning is disrupted on a daily basis. The following list is not a staged / step-by-step approach. Other measures, more appropriate to the misbehaviour, may be introduced by the class teacher if they are deemed necessary.

- Three verbal warnings (2 yellow + 1 red card) after particular behaviour to be worked on is identified
- Removal to quiet area in his/her own classroom to consider his/her actions
- Removal to Resource Room to discuss behaviour with agreed Camp teacher/Coach
- Removal to Manager's office and name is recorded in Record Book
- Three incidents in Record Book and Manager will meet Parents
- If Parents are called a second time, suspension is discussed
- Parents are required to meet Manager after a week to review their child's behaviour
- If misbehaviour continues, suspend child for 3 days

Suspension

Suspension is defined as 'requiring a student to absent himself / herself from the camp for a specified, limited period of days' (NEWB Guidelines)

Exclusion for part of a camp day or asking Parents/Guardians to keep a child from camp as a sanction, counts as suspension. Suspension will be considered as part of a range of sanctions where a child has engaged in serious or gross misbehaviour. While suspension should be a proportionate response to the behaviour that is causing concern, a single instance of gross misbehaviour may be grounds for suspension. The decision to suspend will be based on the following grounds:

- The seriously detrimental effect on the activities of the other children of the child's behaviour to date
- Whether the child's continued presence in the camp constitutes a threat to Health and safety
- The child is responsible for serious damage to property

The purpose of the suspension is to give the child / Parent / Guardian / Staff time to consider the child's actions and to consider the implications for the other children in the camp group. It will also provide the camp with time to devise ways to help the child improve the child's behaviour in the future.

The Manager can suspend a child for periods of up to three days. If a longer suspension is proposed.

Expulsion

The Board of Management for Columbus Club Camp has the authority to expel a child. This authority will be exercised in line with the procedures outlined in the Development of a Code of Behaviour Guidelines for Schools NEWB.

Appeals

Under Section 29 of the Education Act, Parents / Guardians are entitled to appeal to the Secretary General of the Department of Education and Skills against some decisions of the BOM, including suspension and expulsion.

Removal of Suspension (Reinstatement)

Following or during a period of suspension, the Parents / Guardians may apply to have their child reinstated to Columbus Club. The Manager must be satisfied that the child's reinstatement will hold no safety risks to other children or staff. The Manager will facilitate the preparation of an Individual Behaviour Plan for the child in conjunction with the Class Teacher. The Manager will formally re-admit the child to his/her camp.

Bullying

Please refer to Columbus Club's Anti-Bullying Policy

Communicating with Parents and Guardians

Communicating with Parents/Guardians is central to maintaining a positive approach to dealing with children. Parents and teachers should develop a joint strategy which can be implemented

at home and at camp. A high level of co-operation and open communication is an important factor which encourages positive behaviour in the camp.

Columbus Club encourages Parents to talk in confidence to teachers and/or Manager about any significant development in their child's life which may affect their child's behaviour.

The following methods of Communication are used:

- Informal / formal Parent / Teacher Meetings
- Letters / notes to and from Columbus Club
- Email / text messaging

The Parents and Guardians of any new children starting in Columbus Club will be asked to read our Code of Behaviour. All Columbus Club Policies are on our website www.scoilmhui.ie

Record Keeping

It is very important that all incidents of poor behaviour are recorded and kept up to date. Patterns of poor behaviour can be spotted early and interventions (e.g. an Individual Behaviour Plan) can be put in place as soon as possible. Any serious incidents of mis-behaviour will be recorded.

Reference to Other Relevant Policies in Columbus Club

- Child Safeguarding Statement
- Safety Statement
- Mobile Phones

Review and Approval of the Code of Behaviour for Columbus Club by the Board of Management

Signed: _____

Date:

Date of Review

Teachers Present

Next Review Scheduled for