

Inwoods Small School in EYFS BEHAVIOUR MANAGEMENT POLICY

Last Review Date	August 2025
Policy Endorsed by	Trustees & School Management Committee
Policy is Maintained by	Inwoods Coordinator
Next Review Date	August 2026
Review Body	School Management Committee

Introduction

The purpose of this policy is to clearly express the approach that Inwoods Small School has to behaviour in the school so that both parents and staff are aware of what is expected. This Policy is written based on the requirements from the [Education \(Independent School Standards\) Regulations 2014](#), particularly Part 3: Welfare, health and safety of pupils Standard 9 (written behaviour policy) and Part 6: Provision of information (policy availability to parents). It also aligns with the schools responsibilities to Keeping Children Safe in Education (KCSIE) and follows the non-statutory advice from the [DfE in 2024](#) on behaviour in schools.

At Inwoods we believe that children flourish best when they are free to play and learn without fear of being hurt or unfairly restricted by anyone else. We aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and the environment. On a day to day basis, we encourage appropriate behaviour in a variety of ways as detailed below. The children are expected to support and engage with the behavioural expectations also helping to hold these on a daily basis in the school community.

Where a behaviour that causes concern or seems to be recurring regularly, we will request a meeting with parents to support the child/ children further. We work with parents to address any recurring unacceptable behaviour, and decide jointly how to respond appropriately. Children's unacceptable behaviour will be handled in ways that are appropriate to their ages and stages of development. The School Management Committee has the overall responsibility for issues concerning behaviour and will access relevant sources of expertise

when needed. All the staff keep themselves up-to-date with research and thinking on how to help children understand themselves, and understand how their behaviour can affect others and their learning.

To encourage appropriate behaviour, we aim to

- Provide positive models of behaviour ourselves by treating children, parents and one another with friendliness, care and courtesy.
- Give directions and support to the children in clear and non-reactive ways.
- Help the children find solutions to their problems, e.g. by encouraging listening, friendly communication and sharing.
- Encourage values such as kindness and willingness to share.
- Be consistent in our responses.
- Give attention to the child who has been unfairly treated.
- Help children understand their actions and find calm and clear ways of expressing themselves.
- Always question the behaviour and not reject the child.
- Ensure that the children always feel valued and cared for.

If a child shows unacceptable behaviour, we might

- Affectionately and firmly state clearly the behaviour we observe as being unacceptable and stay with the child.
- Allow the child to cry or share their anger and upset while remaining with the child until s/he has calmed down.
- If necessary, remove the child from the situation to a quiet place to spend some time together with an adult.
- Monitor their behaviour.
- At an appropriate time, talk about the behaviour with the child and their parents.
- Discuss with the school or group as a whole to diminish focus on one person, but to reinforce acceptable behaviour and strategies through lessons such as PSHE.

In the event of Misbehaviour

At Inwoods, misbehaviour is any action that goes against our school values, disrupts learning, or affects the safety and wellbeing of others. If the child misbehaves at Inwoods we will

meet with parents to discuss what is happening. If the behaviour continues for several days and the above steps have not been helpful, we ask the parent to be available to collect the child. When the behaviour of a child is consistently disruptive and/or there is a cause for general concern, we will, after discussions with the child's parents on a regular basis, consult with other professionals and implement strategies to target the concerns.

Each new child comes to Inwoods on the basis of a term's trial. If at the end of this term the child has not settled, we may suggest that the child needs a different setting with specific support systems to meet his/her needs. It is possible also that a term's trial may be extended if we deem it appropriate. If the child has been at Inwoods longer and a problem arises, every effort will be made with parental support to reintegrate the child into the group. However, if necessary, the parents may be advised to remove the child from the school.

Anti-Bullying

Bullying is any behaviour that causes pain or distress to another and can include name calling, being unfriendly, taunts, gestures, excluding or ignoring, teasing, sarcasm, spreading rumors, abusive comments, comments of a racist nature and physical acts such as pushing, kicking, hitting, etc. It can occur on-line and off-line. The school is committed to providing a caring, friendly and safe environment for all pupils so they can learn in a safe environment. Bullying of any kind is unacceptable and if it does occur, incidents will be dealt with promptly. There should be a climate where pupils intervene themselves and tell staff.

If a child bullies another child or children

- We intervene to stop the child harming another child or children
- We explain to the child doing the bullying that her/his behaviour is not acceptable
- We give reassurance to the child or children who have been bullied
- We help the child who has done the bullying to understand his/her actions
- We give the children involved the chance to talk together and better understand the situation and resolve the hurt
- We do not label children who bully
- When children bully, we discuss what has happened with their parents and work out with them a plan for handling the child's behaviour
- The behaviour is logged on Salesforce to create a clear, objective record of the behaviour over time as well as on our Bullying Log

- If a child continues to bully other children, over a longer period of time, professional external help in the form of a school counsellor or child psychologist might be brought in as intervention

See the Anti-bullying Policy for a more detailed overview of the school procedures.

Reasonable Force

The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a child needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of the classroom. The decision on whether or not to use 'reasonable force' to control or restrain a child is down to the professional judgement of the staff concerned within the context of the law and should always depend on individual circumstances.

To help us to manage when these situations arise we follow the non-statutory advice from the [DfE on Reasonable Force](#).

Schools can use reasonable force to

- Remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- Prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
- Prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- Prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; and
- Restrain a pupil at risk of harming themselves through physical outbursts

We would do this by adopting a calm and measured approach. No action will be taken which may cause an injury. If a child hurts other children, we will take the other children to another space and give attention to anyone who has been hurt while one staff member stays with the child.

Parents will be informed of any incident when we have needed to hold or use reasonable force towards a child. When a situation has arisen whereby it has been necessary to hold a child, we would meet with the parent/s and agree a procedure that is acceptable for all. This will be written down and kept in the child's file and as a note on Salesforce.

Monitoring

Incidents requiring teacher intervention that are serious will be recorded on Salesforce on the profile relating to the child or children involved, especially those involving aggression, dishonesty, lack of safety, disrespect of property, violence or bullying. If a certain child becomes involved in any of these incidents, they may be carefully observed at all times by a member of staff. The parent will be informed if their child is being observed in this way. If any resolutions need to be decided, staff will meet with or without the parents to come up with these solutions and inform the parents of the steps to be taken. If appropriate, the child/ren will be involved in these resolutions.

When situations have arisen whereby a child's behaviour is repeatedly unacceptable, requiring holding, consequences and/or anxiety in staff and children, staff will meet with parent/s to agree a procedure(s) that is acceptable for all. This will be written down and the agreement will be kept in the child's file on Salesforce.

Corporal Punishment and Prohibited Sanctions

The school rejects the use of corporal punishment or the threat of corporal punishment under any circumstances. No punishment will be used that may adversely affect a child's well-being. These are called prohibited sanctions and include:

- Deprivation of food or drink
- Isolation (except for short periods under supervision)
- Ridicule or humiliation
- Requiring children to wear distinctive or inappropriate clothing
- Physical punishment or threat of it
- Corporal punishment "by association" or delegation

Searching, Investigation and Confiscation

The school has a duty of care to ensure that the school and the children on site are safe. This means in very rare instances there might need to be a need to search a child's possessions and to confiscate specific items. Parents and children are clear about what items are banned, they are listed in the Parent / Child Handbook. If a member of staff suspects a student has a

banned item in his/her possession, they can instruct the child to turn out his or her pockets or bag and if the child refuses, the teacher can apply an appropriate consequence.

For more information on this please see the Brockwood Park and Inwoods Searching, Investigation and Confiscation Policy.

Monitoring of behaviour Online

The children at Inwoods have very limited access to computers and they have no access to mobile phones while on the school site. When children are using the computers in school they are carefully monitored as stated in the school ICT Use Technology Cookie + E-Safety Policy. Staff and children from Year 3 onwards are also educated about staying safe online. If inappropriate behaviour is found to be happening online appropriate consequences will be followed in a similar way to inappropriate behaviour offline.

Behaviour expectations and pupils with Special Educational Needs and/or Disability (SEND)

At Inwoods the school tries to consistently encourage high standards of behaviour and provide the necessary support to ensure all children can achieve and thrive both in and out of the classroom, including children with SEND. The staff are aware that some behaviours are more likely to be associated with particular types of SEND, such as a pupil with speech, language and communication needs who may not understand a verbal instruction.

All children who have a SEN diagnosis or are suspected of a SEN have an Individual Educational Plan to support them in the school, including supporting their social and emotional needs. This is in line with the Equality Act 2010 to take such steps as is reasonable to avoid any substantial disadvantage to a disabled pupil caused by the school's policies or practices.

Please see our Special Educational Needs and Learning Support Policy for more detailed information.

EYFS

The welfare requirements of the [EYFS \(Sept 2025\)](#), state that children's behaviour must be managed effectively and in an appropriate way. We aim to encourage good interpersonal skills and help children acquire social empathy. Children need to have set boundaries of behaviour for their own safety and the safety of others. We aim to set boundaries in a way that helps the child develop a sense of the significance of their own behaviour, both of their environment and those around them.

Physical intervention will only be used to manage a child's behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in exceptional circumstances. If physical intervention is necessary, it will be recorded on Salesforce and the parents will be informed on the same day or as soon as reasonably practicable.

The Inwoods Coordinator is to be kept fully informed, especially if the behaviour of a child continues to be challenging over a period of time. Parents will also always be updated on how any behavioural issues are being addressed.

Malicious Allegations Against Staff

In the very rare occasions where an allegation of wrongdoing is made against a staff member and it turns out to be malicious this behaviour will be treated very seriously and appropriate action, such as asking the family to take the child out of school temporarily and asking them to look for external support such as therapeutic support if required. This process is completed without prejudice to safeguarding duties to investigate concerns. Each case will be treated individually and with sensitivity.

Please see our Safeguarding and Child Protection Policy for more information.

Complaints Procedure

This policy is linked to our Complaints Policy and Procedure. If for any reason a parent feels that a situation related to their child at the school has been mishandled ideally they would contact the School Coordinator to discuss their concerns. Every parent also has the right to complain and should follow the Complaints Policy and Procedure which is available on the school website.