



Time4Sport Behaviour Policy

We want every child to feel safe, included and able to enjoy our activities. This policy explains what we ask of children, the support we provide and how we work with families when difficulties arise. It applies to Time4Sport led services and to staff, volunteers, children and families. In school managed provision, we follow the school's behaviour policy and agreed procedures while maintaining Time4Sport safeguarding standards.

What we ask of children

Be kind and speak respectfully. Keep hands, feet and equipment safe. Listen to instructions and respect other people's space. Ask for help when something feels difficult.

Support comes first

We explain expectations in a way each child understands and use praise, clear routines, choices, visual prompts and calm reminders. Before using consequences, we consider whether pain, tiredness, hunger, sensory overload, communication difficulties, trauma or another unmet need may be affecting behaviour and offer support and reasonable adjustments. A reminder or request for help is not automatically a strike.

Understanding the three strike approach

A strike is a clearly explained step when behaviour continues after support and a reasonable opportunity to respond. Your child will be told the step, the reason, the support available and what happens next. The Camp or Club Lead oversees consistency.

Strikes normally apply to the current session and restart at the next session. Previous incidents remain recorded so we can recognise recurring needs. An individual support plan may agree a different approach.

Strike one a clear verbal warning

We explain the behaviour, why it is unsafe or unacceptable and what your child can do instead. We check understanding, offer help and give them an opportunity to make a positive change.

Strike two a short supported break

If behaviour continues, we offer a calm, supervised break suited to your child's age and needs to help them settle and return safely. A staff member checks in, agrees the next step and supports them to rejoin. Children are never isolated, humiliated or left unsupervised.

Strike three contact with a parent or carer

If behaviour continues, the Lead is involved, the incident is recorded and we contact you, or the teacher in school managed provision. We explain what happened, the support tried and the next steps. The Lead decides whether a supported return is safe or adult collection is needed. Three strikes do not automatically mean exclusion.

Serious incidents and immediate safety

We do not wait for three strikes where there is a serious safety risk, such as violence, a weapon, sexual harm, serious threats or a child leaving the supervised area. We protect children, involve the Lead and call emergency services when necessary. Your child stays supervised, and we ask for collection if continued attendance cannot be managed safely. Safeguarding concerns are reported immediately to the Designated Safeguarding Lead, known as the DSL.

We use calm approaches to reduce distress. Corporal punishment, humiliation, deprivation of food or drink, and restraint as punishment are prohibited. Physical intervention is a last resort, only where necessary and proportionate to prevent immediate harm and consistent with staff training and applicable law. We record the reason, action, duration, injuries and follow up, and inform management and parents unless safeguarding advice says otherwise.

Additional needs and fair decisions

Behaviour can communicate distress or an unmet need. We do not apply strikes mechanically to disability related behaviour or penalise a child for needing an adjustment. We consult the child, family and relevant professionals where appropriate and follow our Additional Needs SEND and Individual Support Policy, while maintaining everyone's safety.

Working with you and keeping records

Every formal strike and significant incident is entered in our central incident record by the end of the session. Records include your child's account, what happened, possible triggers, support and adjustments, the strike stage, actions, witnesses, parent contact and outcome. We use factual language and share only with those who need to know. Separate safeguarding records go promptly to the DSL.

For repeat incidents, the Lead reviews the situation with management and your family. Together we agree a support plan with clear actions, responsible staff and a review date. Suitable, agreed changes may include activities, the environment, staffing or attendance.

Temporary restrictions and exclusion

If safety cannot be maintained despite reasonable adjustments, management may approve a proportionate temporary restriction or exclusion, explaining the reasons, duration and review or return plan. Permanent exclusion can be decided only by management after reviewing your child's needs, adjustments tried, evidence and alternatives. Frontline staff cannot make that decision.

We explain decisions in writing and offer a review by a manager not involved in the original decision where practicable. No child is sent home alone; an authorised adult must collect them. A behaviour sanction never replaces a necessary safeguarding referral.