Behaviour, Anti Bullying and Exclusion Policy and Procedures

Our Approach

At Manor Farm, we recognise that behaviour is a form of communication and that children and young people may communicate their emotional, sensory, relational and developmental needs through their behaviour.

Our approach is therefore therapeutic and trauma-informed rather than punitive. We seek to understand what may be underlying a child's behaviour, recognising that a behaviour informs a need and respond with curiosity, compassion and attunement inline with the PACE approach.

We support children and young people to understand how their actions and choices can affect themselves and the people around them. Staff regularly provide opportunities to develop emotional literacy, self-awareness, communication, self-regulation, problem-solving and positive relationships.

We recognise that children may not always have the developmental capacity, emotional regulation or communication skills to manage situations independently. Adults therefore take responsibility for providing appropriate co-regulation, modelling, scaffolding and support.

Our aim is not simply to stop a behaviour, but to understand why the behaviour is occurring, what the child is communicating and what support may be needed to enable them to feel safe and regulated.

Positive and Relational Behaviour Support

We believe strongly in supporting children to develop positive behaviours through:

- therapeutic, consistent and attuned relationships;
- positive reinforcement and recognition of strengths;
- co-regulation and emotional support;
- PACE-informed interactions;
- low-demand and child-led approaches where appropriate;
- clear and predictable boundaries;
- developmentally appropriate expectations;
- free-flow opportunities for movement and sensory regulation;
- supporting children to communicate their needs;
- modelling and explicitly teaching appropriate social and emotional skills;
- restorative conversations following difficulties to scaffold repair and connection;
- collaborative problem-solving with children and their families; and

- identifying and reducing environmental, sensory, relational or other triggers wherever possible.

Staff will avoid shame, humiliation, unnecessary confrontation or punitive responses.

Where a child presents with behaviour that is dangerous, emotionally hurtful, destructive or significantly disruptive, staff will respond promptly and proportionately, while continuing to consider the underlying need and maintaining the child's and other's safety.

Safety and Emotional Wellbeing

At Manor Farm, our highest priority is to maintain the safety, wellbeing and emotional security of all individuals within our community. We adopt a proactive, trauma-informed approach, prioritising de-escalation strategies and supportive interventions to help individuals regulate their emotions and respond safely to challenging situations. For the purposes of this policy, *challenging behaviour* is defined as any behaviour that presents a risk to the individual or others, or creates a barrier to access learning, participation or inclusion within the Manor Farm community.

We recognise that there may be exceptional circumstances where, despite appropriate preventative, relational and therapeutic support, we are temporarily unable to maintain the safety of the child, other children or adults within the setting.

In these circumstances, staff will prioritise immediate safety while maintaining a calm, compassionate and non-punitive approach. This may include positive safer handling techniques if all other methods of deescalation have failed.

Where we are unable to keep everyone safe, we will work collaboratively with parents and carers to understand what has happened, consider the child's underlying needs and identify appropriate support to enable the child to return to Manor Farm safely.

Any time away from the setting will be considered a therapeutic reset day, rather than a traditional exclusion. The purpose of a reset day is to provide an opportunity for the child to regain emotional and physiological regulation, for adults to reflect on what may have contributed to the situation, and for the team and family to consider what adjustments or additional support may be required.

A reset day will not be used to shame or exclude a child from the Manor Farm community. The child remains a valued member of the Manor Farm community, and the focus will be on restoring safety, relationships and readiness to re-engage.

House Rules

We have developed a small number of clear and accessible 'House Rules'. These are displayed around the setting and are regularly discussed and communicated with children so that everyone understands the basic expectations at Manor Farm.

House Rules

- Be your best self every day.
- Respect your own, Manor Farm's and other people's belongings.
- Have fun and help others to enjoy themselves.
- Be kind to other children, adults and animals.
- Follow safety advice from adults.

These expectations will always be communicated in a manner that is appropriate to the child's developmental level, communication profile and individual needs.

Responding to Behavioural Difficulties

Manor Farm does not operate a rigid stepped disciplinary system. Instead, staff will respond according to the individual child's needs, the circumstances and the level of risk presented.

The response may include:

1. Connection and Co-Regulation

The child's trusted adult will seek to understand what is happening for the child and provide appropriate co-regulation. All staff adopt a trauma-informed PACE approach.

2. Therapeutic Reflection

Where appropriate, a trusted adult may support the child to reflect on what has happened once they are sufficiently regulated.
The timing of these conversations will be determined by the child's emotional readiness.

3. Collaborative Parent/Carer Support

Where behaviour presents an ongoing concern, Manor Farm will work collaboratively with parents and carers.
The intention is to develop a shared understanding rather than to attribute blame.

4. Therapeutic Reset

In exceptional circumstances where behaviour presents a significant and immediate safety concern and Manor Farm is unable to maintain the safety of everyone present, a therapeutic reset day may be required.

A reset day will be considered on an individual basis and will be proportionate to the circumstances.
Where relevant, the child's school or other professionals may be consulted to support a coordinated response.

Managing Immediate Risk
Where a child presents an immediate risk of harm to themselves or others, staff will take reasonable and proportionate steps to maintain safety.
Staff will:

1. remain calm and use a trauma-informed therapeutic PACE approach;
2. reduce unnecessary verbal interaction and demands;
3. create space where possible;
4. move other children away from the immediate area where appropriate;
5. seek support from familiar and trusted adults to aid deescalation;
6. remove potential hazards where this can be done safely;
7. use the child's known regulation strategies;
8. contact parents/carers where appropriate; and
9. record and review significant incidents in accordance with Manor Farm procedures.

Any positive safer handling intervention will only be used where lawful, necessary and proportionate to prevent immediate harm and in accordance with Manor Farm's relevant physical intervention procedures and staff training.

Reflective Practice
Following a significant incident, staff will consider the incident from a therapeutic perspective. Repair and reconnection will be scaffolded to maintain relationships with both peers and supporting adults.

Anti-Bullying
Manor Farm is committed to providing an environment where children, young people and adults feel safe, valued and respected.

Bullying may include repeated behaviour that is intended to, or has the effect of, causing harm, distress, intimidation or exclusion. This may be physical, verbal, relational, emotional or online.

Staff will take all concerns seriously and will respond in a way that is:

- proportionate;
- restorative;
- developmentally appropriate;

- trauma-informed;
- sensitive to the needs of all children involved; and
- focused on restoring safety and positive relationships.

Where bullying is identified, staff will work with the children involved to understand what has happened, support those who have been affected and address the underlying needs contributing to the behaviour.

Parents/carers will be involved where appropriate.

Drugs, Alcohol and Smoking
Through Personal, Social, Health & Spiritual Education, children and young people will be supported to develop an age- and developmentally appropriate understanding of the risks associated with drugs, alcohol and smoking.

Manor Farm does not permit:
- the possession or use of illegal drugs;
- the possession or consumption of alcohol;
- smoking or vaping on the premises; or
- bringing substances or associated items onto the site that could present a risk to others.

Where concerns arise regarding drugs, alcohol, smoking or vaping, staff will prioritise immediate safety and respond in accordance with relevant safeguarding, health and safety and legal procedures.

Working in Partnership with Parents and Carers
We recognise parents and carers as important partners in understanding and supporting their child's behaviour.

Where significant behavioural concerns arise, we will seek to work collaboratively with families to:
- understand the child's presentation;
- identify potential triggers;
- share successful strategies;
- maintain consistency where appropriate;
- review the child's support and provision;
- consider whether additional professional advice is required; and
- support a safe and successful return to provision following a therapeutic reset day where required.

Recording and Reviewing Significant Incidents

Significant incidents will be recorded in accordance with Manor Farm's recording procedures. Where a significant behaviour incident results in positive safer handling being required, an ABC (Antecedent, Behaviour, Consequence) Incident Form will be completed on the day of the incident.

The completed ABC Incident Form will:

- provide a factual account of what happened before, during and following the incident;
- record the circumstances and context in which the behaviour occurred;
- identify known or suspected triggers or antecedents;
- record the behaviour observed;
- document the strategies and therapeutic approaches used by staff;
- clearly record any positive handling used, including the reason it was considered necessary;
- record the child's response following the incident;
- document any injuries, where applicable;
- record any follow-up actions or adjustments to provision;
- identify any support required following the incident; and
- contribute to ongoing review of the child's individual needs and support strategies.

The ABC Incident Form will be completed on the day of the incident, communicated with the child's parent/carer, and uploaded to CPOMS in accordance with Manor Farm's safeguarding and recording procedures.

Parents and carers will be informed as soon as reasonably practicable following the incident, with communication remaining factual, supportive and non-judgemental. The purpose of communication is to maintain an open partnership with families, share relevant information and support a shared understanding of the child's needs.

ABC recording enables Manor Farm to identify patterns, potential antecedents, unmet needs and effective strategies, supporting a therapeutic and preventative approach to future incidents.

Records should avoid judgemental or unnecessarily emotive language and should distinguish between observable behaviour and adult interpretation.

Following significant incidents, staff will consider whether the child's Provision Plan, risk assessment, environmental adjustments or support strategies require review.

Where appropriate, the child's trusted adults and relevant professionals will contribute to this review.

Policy Review
This policy will be reviewed annually and following any relevant changes to the setting's operational arrangements.

Please also refer to our Positive Handling Policy.

This policy will be reviewed annually or sooner if required.
Policy Last Reviewed: 23rd September 2026
Next Review Due: 23rd September 2027