



Forest Sports Education LTD BEHAVIOUR AND DISCIPLINE POLICY

Date: September 2025

Review Date: September 2026

Ethos –

Forest Sports Education LTD aims to develop a positive learning environment for all children in our care. This is achieved through an ethos of respect to ensure everyone feels valued and able to contribute towards our camps.

This policy has due regard to statutory legislation, including, but not limited to, the following:

- The Education Act 1996
- The Education Act 2002
- The Equality Act 2010
- The Education and Inspections Act 2006
- The Health Act 2006
- The School Information (England) Regulations 2008

1. Objectives

- To ensure a safe, calm and caring atmosphere in which learning can take place.
- To ensure high standards of behaviour are maintained.
- To encourage self-discipline in children.
- To ensure consistency, fairness and clear expectations.
- To ensure pupils develop social skills and moral values in the context of the camp as a community.
- To support caring and co-operative behaviour, and to discourage anti-social behaviour.
- To ensure commitment to this policy from all members of staff working for Forest Sports Education LTD.
- To ensure that all children, staff and parents know what will happen when a child is unable to conform to our policy.
- To ensure a graduated response for children having difficulty managing their behaviour towards adults and their peers.
- Values and vision will enable children to take control and reflect on learning. Children will be tolerant and respectful of all in a modern Britain.

2. Every Child Matters Outcomes

Through the teaching of behaviour and discipline we aim to give children the opportunities to achieve the following outcomes:



- Staying safe
- Being healthy
- Enjoying & achieving
- Making a positive contribution
- Achieving economic well-being
- Behaviour
- Spiritual, Moral, Social, Cultural

3. Roles and Responsibilities

Senior management team

- The senior management team has overall responsibility for implementation of this behavioural policy and the behaviour procedures put in place by Forest Sports Education LTD staff.
- The senior management team has overall responsibility for ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- The senior management team are responsible for establishing a standard of behaviour expected by children at all Forest Sports Education LTD sessions.
- The senior management team are responsible for establishing rules and any disciplinary sanctions for breaking the rules.
- The senior management team are responsible for the day to day implementation of this policy.
- The senior management team are responsible for publishing this policy and making it available to staff, parents/carers and pupils at least once a year.
- The senior management team are responsible for handling complaints regarding this policy.

Lead staff

- In the senior management team's absence the lead staff will be responsible for implementing the policy at kids club camps.
- The lead staff will act on advice from senior management to carry out the policy.

All Forest Sports Education LTD staff

- All members of staff, volunteers and support staff are responsible for adhering to this policy and ensuring that all pupils do too.
- All members of staff, volunteers and support staff are responsible for promoting a supportive and high quality learning environment, and for modelling high levels of behaviour.

Parents

- Parents/carers are responsible for the behaviour of their child(ren) inside and outside of the camp.



Pupils

- Pupils are responsible for their own behaviour both inside the camp and out in the wider community.
- Pupils are responsible for reporting any unacceptable behaviour to a member of staff.

4. Definitions

For the purpose of this policy, Forest Sports Education LTD defines “serious unacceptable behaviour” as any behaviour which may cause harm to oneself or others, damage the reputation of Forest Sports Education LTD within the wider community, and/or any illegal behaviour, including, but not limited to, the following:

- Discrimination – not giving equal respect to an individual on the basis of disability, gender, race, religion, age, sexuality and/or marital status
- Harassment – behaviour towards others which is unwanted, offensive and affects the dignity of the individual or group of individuals
- Vexatious behaviour – deliberately acting in a manner so as to cause annoyance or irritation
- Bullying – a type of harassment which involves criticism, personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual
- Cyberbullying – the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature
- Possession of legal or illegal drugs, alcohol or tobacco
- Truancy
- Refusing to comply with disciplinary sanctions
- Theft
- Swearing, racist remarks or threatening language
- Fighting or aggression

For the purpose of this policy, Forest Sports Education LTD defines “low level unacceptable behaviour” as any behaviour which may disrupt the education of the perpetrator and/or other pupils, including, but not limited to, the following:

- Lateness
- Low level disruption and talking in class
- Failure to complete activities outlined by coaches.
- Rudeness
- Lack of correct equipment/ kit
- Refusing to comply with instructions of coaches.
- Use of mobile phones without permission
- Graffiti

“Unacceptable behaviour” may be escalated as “serious unacceptable behaviour” depending on the behaviour breach.



Training of staff

- Forest Sports Education LTD recognise that early intervention can prevent bad behaviour. As such, coaches will receive training in identifying problems before they escalate; this can be behavioural problems during activities or during breaks/lunchtime.
- Coaches and support staff will receive training on this policy as part of their new starter induction.
- Coaches and support staff will receive regular and ongoing training as part of their development.

Expectations

All staff and children are expected to follow our 'golden rules':

Our Golden Rules

We are respectful

We are kind

We are helpful

We listen to others

We are honest

We work hard

We look after property

All lead staff are expected to work with children to create these rules at the beginning of each camp in order to establish and maintain expectations.

Rewarding good behaviour

Forest Sports Education LTD recognises that pupils should be rewarded for their display of good behaviour.

Forest Sports Education LTD will use the following rewards for displaying good behaviour:

- Certificates
- Postcards home
- Lead coach awards
- Verbal praise
- Prizes

Punishing poor behaviour

Teachers are able to discipline pupils whose behaviour falls below the expected standard at any of Forest Sports Education LTD sessions.

If a pupil misbehaves, breaks a rule, or fails to follow instructions issued by a member of staff, the coaching staff are able to punish the pupil for their poor behaviour.



In order for the punishment to be lawful, Forest Sports Education LTD will ensure that:

- The decision to punish a pupil is made by a paid member of the coaching staff, or a member of staff authorised to do so by the senior management team.
- The decision to punish a pupil is made on the premises of the camp or whilst the pupil is under the charge of a member of staff.
- The decision to punish a pupil is reasonable and will not discriminate on any grounds, such as disability, race, special educational needs – as per the Equality Act 2010 in respect of safeguarding pupils with special educational needs, and any other equality rights.
- Forest Sports Education LTD will ensure that all punishments are reasonable in all circumstances, and will take into account the pupil's age, religious requirements and any special educational needs or disabilities.
- The senior management team may delegate the power to punish poor behaviour to volunteers, such as parents/carers who assist during camps.
- The senior management team may limit the power to punish poor behaviour from individual members of staff.

Behaviour and sanctions

Where pupils display aggressive and/or threatening behaviour, or illegal activity discovered, Forest Sports Education LTD will not hesitate to contact the police. Any pupil, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.

Coaches have the freedom to impose sanctions as they see fit depending on the behaviour, and age, of the pupil:

- In the first instance, the coach will tell the pupil to stop the behaviour, explaining to the pupil why their behaviour is unacceptable.
- If the pupil does not stop immediately, the coach will give a second warning.
- If the pupil continues to behave badly, the coach will give a final warning, advising that if they continue, they will remove the pupil from the session.
- If the pupil continues the behaviour following the final warning, the coach will complete record the poor behaviour and may issue another sanction.
- Sanctions will be dependent on the seriousness of the misdemeanour.
- If a pupil is asked to sit out an activity, misses break/lunchtime or, the coach will contact the pupil's parent/carer to advise them of this, and may invite them to discuss their child's behaviour.
- The same process will be followed regardless of whether the child is in a classroom or practical space.
- Any pupils that are sent indoors will be supervised by a member of staff at all times.

Forest Sports Education LTD have a range of disciplinary measures which can be used, including, but not limited to, the following:

- Giving a verbal warning
- Setting additional work as punishment, e.g. writing tasks



- Taking away privileges, e.g. not being able to participate in activities, or losing extra, prized responsibility.
 - Missing break/lunchtime
 - Placing the pupil on report for constant monitoring or other consistent behaviour checks
 - Removing the child from a camp in extreme cases.
- Coaches will use their judgement when issuing sanctions, taking into account whether they believe the pupil's behaviour was intentional, especially if it is the first time the pupil has displayed this behaviour.
- At all times, coaches will discuss the behaviour with the pupil to ensure the pupil understands why it is inappropriate and to prevent any reoccurring behaviour.
- Any member of staff who witnesses a display of unacceptable behaviour, or who issues any sanction to a pupil, must report this to the senior management team. This must be recorded.
- Coaches will keep a record of all reported incidents.
- ProStars does not take serious unacceptable behaviour lightly, and will not hesitate to act in the best interest of the pupils within the school.
- Following an allegation of serious unacceptable behaviour, the pupil will be placed, supervised, in another classroom whilst an investigation by the lead member of staff is carried out.
- If, following an investigation, the allegation is found to be true; the lead coach will issue the appropriate disciplinary action.
- Any decision made to remove a child from the camp, will be reviewed and dealt with by the senior management team.
- Forest Sports Education LTD take allegations of bullying very seriously. Any allegations of bullying will be dealt with by the senior management team. The senior management team should inform all parents of what has been alleged, what has been done to deal with the situation and what will be done moving forward.
- Any allegations made against a member of staff's behaviour and misconduct will be dealt with in accordance with the Forest Sports Education LTD disciplinary policy.
- Forest Sports Education LTD will consider whether the behaviour displayed by the pupil gives reason to suspect that the pupil is suffering, or is likely to suffer, significant harm. In these instances, the procedures outlined in the Prostar's Child Protection and Safeguarding Policy will be followed.



- Forest Sports Education LTD will also consider whether the displayed behaviour is an indicator that the pupil's needs are not being met. In this instance, Forest Sports Education LTD will consider whether a multi-agency assessment of the pupil's behaviour would be beneficial.

Forest Sports Education LTD is aware that vulnerable pupils may require an approach that stands outside of this policy. The strategies that may be used for these pupils are:

- Pastoral Support Plans
- Nurture provision
- 1:1 support
- Adjusted timetable
- Pupil risk assessments
- Involvement of the local authority

Use of reasonable force

- Members of staff are able to use reasonable force to prevent pupils from committing an offence, injuring themselves or others, or damaging property.
- Members of staff are also able to use reasonable force in order to maintain good order and discipline in the classroom.

Monitoring and review

- This policy will be reviewed by the senior management team and governing body on an annual basis, who will make any necessary changes and communicate this to all members of staff.
- This policy will be made available for inspection and review by the Forest Sports Education LTD owner, Richard Kear.

5. Equality / Inclusion

Forest Sports Education LTD recognises that it has to make special efforts to ensure that all groups prosper, including those with special educational needs; who have difficulties accessing the camp or services; who speak English as an additional language; who have frequent moves and lack stability leading to time out of school (e.g. looked after children LAC); who as children are caring for others; who come from homes with low income and/or in adequate home study space; who experience bullying, harassment or social exclusion; with low parental support or different parent expectations; with emotional, mental and physical wellbeing needs; who exhibit challenging behaviour; who come from ethnic minority groups including travellers, refugees and asylum seekers.

Document reviewed by:

Name:



Signature:

Date:

Behavioural management form

Name of pupil:		Year group:	
Date:		Time:	
Location of observation:		Name of staff member:	

Before the incident: what led to the behaviour?



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During the incident: what did the pupil do?
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After the incident: what were the consequences of this behaviour?
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Additional comments

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