

Guidance for Managing Unwanted Behaviour

This guidance should help you to plan strategies to reduce/prevent unwanted behaviour.

We suggest you use the following templates in the order as shown below.

1. Behaviour Observation Sheet

All staff involved should gather and record information over a period of time; to try to establish pattern of behaviour, reasoning for behaviour and outcome of behaviour following adult intervention.

This information should then be analysed and discussed between staff involved and shared with parents who may be able to give some insight to probable reasons for behaviour (reasons external to setting). Parents should be encouraged to comment on any negative behaviours their child displays at home and to comment on how they manage /respond to the behaviour.

Setting staff and parents should agree on steps to try to reduce/prevent the unwanted behaviour. You could use the Managing Incidents Form to note this down.

2. Managing Incidents Form – by completing this document (first 2 columns) you should be able to analyse the behaviour and form a strategy plan to reduce/prevent the unwanted behaviour.

You will comment in the Review section (3rd column) after you have implemented the **Behaviour Support Plan** over an agreed period of time (this needs to be at least a month and everyone involved needs to be consistent in using the same approaches)

3. Managing Incidents Form, Example - this document will guide you with how to record into the Managing Incidents Form.

4. Positive Behaviour Support Plan - to use to record how you are going to work together with parents to reduce/prevent the unwanted behaviour. Parents must be given a copy of the plan and you should liaise regularly with parents to check how things are going.

This plan can be adapted for parents to use at home if they experience behaviours that may be different or not present at your setting.

On reaching the agreed review date, return to the Managing Incidents form you completed at the beginning of the process and review the outcome having implemented the agreed strategies. If the outcome is positive, continue with using the same strategies consistently in both setting and home. If the unwanted behaviour continues you will need to agree on what to try next; you may wish to seek external professional guidance via STePS or from any professionals already involved with the child/family.

If a child is known to Social Care as a 'child in need' you should share the Positive Behaviour Support Plan with the designated Social Worker/Family Support Worker.

If the child has a Positive Behaviour Support Plan in place when they are due to transfer to another setting/school then you should include it in the Graduated Response File as part of the Transition information sharing.