

Disciplinary Procedure – Preschool and Kindergarten

At the Kindergarten and Preschool of the German School London we aim to create a loving, caring and safe environment, where each child can develop at his/her own pace in an atmosphere of mutual respect and encouragement. For this reason we place great importance on the respectful and positive behaviour of all our children and staff. All members of staff are committed to act as role models and treat all children in their care with the greatest of consideration and will under no circumstances be allowed to physically discipline or humiliate a child.

Each child is treated as an individual, and sharing and co-operation are encouraged. We support a partnership between home and Kindergarten and Preschool and every effort will be made to accommodate children's differing needs. We will provide opportunities to meet each child's developmental needs, socially, intellectually, physically, and creatively. Good communication between parents and staff are therefore essential.

Consequently we take incidents of bullying and unacceptable behaviour such as spitting, biting, hitting or any other form of physical, aggressive behaviour very seriously. We further discourage racial and verbal abuse and any form of antisocial behaviour and dangerous play.

Sanctions to inappropriate behaviour include: verbal warnings, removal from activity, remaining next to a member staff and in extreme cases exclusion. Parents are kept informed to allow staff and parents to work together in an effort to find a suitable approach.

All incidents reported or witnessed will be dealt with in accordance with the following policy:

1. A Verbal Warning: A verbal warning will be given by a member of staff to remind a child of what is unacceptable about the behaviour he/she is displaying. Unacceptable behaviour is calmly discussed and we make it clear that the bad behaviour is unwelcome and not the child. The age and the developmental stage of the child will be taken in consideration. If appropriate a record will be made of the incident.
2. Inform Parents (verbally): Parents will be informed whenever there are any ongoing concerns about a child's behaviour to enable staff and parents to work together at forming an effective strategy to promote good behaviour. A written record of the meeting is kept. Members of staff will record any incident which is deemed serious or is a persistent issue.

3. A Formal Meeting with parents: If there is no satisfactory improvement and unacceptable behaviour persists, parents will be invited to a formal meeting in school to discuss the problem with the staff to decide on an Action Plan. Other professionals may be present at this meeting if it is considered appropriate. A record will be made of the decisions taken which staff and parents will be expected to sign.

If the above three steps have not led to an improvement in the behaviour of the child and the safety of other children is at risk, a team conference, as described below under Section 4, will be called. Parents will be informed in writing by the head of Preschool and Kindergarten.

4. A Team Conference: A Team Conference will be called by the Head of the Kindergarten and Preschool for all staff members to discuss the action to be taken in extreme cases of persistent unacceptable behaviour. Parents have the right to address the team conference at the beginning of the meeting. The conference may result in a collective decision (including the head of school) to exclude a child from school for a period of time.

Thank you for your cooperation!

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