Sanctions Book

Sanctions available to Nursery Staff:

1. Reprimand at the time of offence.
2. Time Out: When a child has behaved in a way that is unacceptable staff may ask them to take time out with an adult nearby. This will not be a specified place and could be anywhere quiet and away from the other children for a short period of time. Following this period of time the member of staff must discuss the behaviour with the child, the consequences of their actions for themselves and others, strategies to prevent any reoccurrences and remind the child of the behaviour expected.
3. Confiscation of personal items. Should the Nursery staff member deem it necessary to confiscate any personal items from a child then they must be responsible for its safe keeping and return to the child or to the parent at the end of the day.
4. Exclusion. This option is at the discretion of the Nursery Manager and Directors who will decide the period of exclusion, or whether the exclusion should be permanent.

This sanctions book should be used to record sanctions used when above level 3 stated above.

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| **Childs Name** | **Description of Incident** | **Action Taken** | **Staff member involved** |
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