



Using 'Time Out' effectively

Target:

Staff will use 'time out' with X if she hurts other children.

Suggested method for using 'Time Out' with X

1. Talk as a staff group about how 'time out' will work. I would recommend dividing up each session and asking one member of staff to be particularly aware of X during each time slot. They are then the key person to help X engage in activities, interact with other children and would use the time out technique if needed. This means that this task is shared and won't affect X's relationship with one person.

It is really important to try to 'catch' X when she is behaving appropriately and give her lots of positive attention at these times.

2. Decide which behaviours you are going to target as a priority. These will probably be:
 - Hurting other children or staff
 - Deliberately damaging things

Decide what language you will use to explain these to X.

3. When you are ready to start explain to X what is going to happen. In simple language explain to her that when she is at pre-school she has to play with the other children kindly without hurting them. Tell her that if she doesn't do this she will have to come out of the group for a short time and miss playing. Explain that you want to help her to make friends at pre-school and to enjoy being here.
4. When the first incident happens, calmly give X one warning, e.g. 'Stop hitting X, or you will have to come out'. If the hitting continues, again calmly, move her away from the activity. Sit her on a chair - say 'You must not hit X. Sit here for a minute and then we'll go back to the group'. Use the sand timer. Do not talk to her or give her eye contact. If necessary sit in front of her with your hands on her knees but don't look at her or respond to anything she says or does.
5. When the time is up say 'No more hitting now X, Let's go and play'. Give her a few minutes of free time (depending on what you're doing) and then make sure she has got something to do. If she then hits again repeat the process as many times as it takes!

I know that this method will be intensive at first. It does require consistency and faith that it will work - given time! Keep a simple tally of the number of time outs each session - the number may well go up before it starts to go down.

Incident record

Week 1 (week commencing:)

Day	Time of incident/s:
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	