



Behaviour Policy

Introduction

The basis of this policy is that we ask all our members to respect each other, respect the staff and respect the building. This policy applies to all children and young people who enter Credition Youth Club (CYC). It is also a tool to be utilised by all staff, volunteers, placement students and parents/carers or anyone working on behalf of Credition Town Council (CTC) Credition Youth Service works with children and young people from the age of **10 to 21 years**.

CTC believes that all children, young people and staff have the right to have access to an environment that is safe, secure and free from negative or anti-social behaviour of any kind. At CYC, we are committed to preparing children and young people for the wider world, and as a result, we operate within the notion that the fact a child or young person has a disability, or additional support need does not mean that they should never be disciplined. Instead, we believe that this behaviour policy should reflect the need to pay extra attention to the underlying causes of their difficulties, reflect the additional barriers disabled people or individuals with additional support needs face in society and where appropriate, ensure that reasonable adjustments and support is put into place.

Principles

CTC is dedicated to providing a safe and secure environment, free from negative and anti-social behaviour for all children/young people. As part of the ethos, CTC and all members of staff, volunteers and members are committed to:

- a) Ensuring that children/young people are given clear behaviour boundaries and those who have difficulties meeting these boundaries are supported and helped in ways which are sensitive to their needs.
- b) Providing safeguards for all staff and volunteers with a clear outline of how to manage behaviour.
- c) Ensuring that the safety of both children, young people and staff is treated as equally important.

Credition Youth Club Rules

- Be kind and respectful to everyone
- Treat everyone's property carefully
- Be respectful of all equipment and facilities
- Be kind and gentle
- Be honest

- Listen to all adults / leaders and follow their instructions
- Violent, abusive or threatening behaviour will not be tolerated.

Our commitment to staff, volunteers, and other's working on behalf of the organisation

CTC strives to create an atmosphere where the principles of managing the behaviour of children/young people are clearly outlined and easy to follow. All staff will be enabled to manage behaviour confidently and fairly, as well as help guide children/young people to contribute positively to the wider community. We will ensure that all staff receive encouragement, support and training in areas of managing behaviour and have access to opportunities to openly discuss and share the ways in which supporting children/young people can be developed.

Our commitment to children and young people

CTC is committed to protecting, fulfilling and promoting the rights and safety of children/young people at CYC. Positive behaviour needs to be planned for, modelled, taught and acknowledged. As a result we are committed to ensuring that all staff, volunteers and placement students or anyone else working on behalf of CTC presents themselves as a positive role model to all children/young people in and around the youth club.

We seek to ensure that they are fully aware of and understand the behaviours that are acceptable and unacceptable when in or around CYC with the aim of enabling them to make positive contributions to our community, the wider community and society as a whole.

Behaviour Management Procedure

When signing up to become a member of CYC, every child/young person will be required to read, understand and sign our behaviour agreement. We understand the need to be consistent in the way that we respond to unacceptable or inappropriate behaviour. At any time, if someone is unsure of how to proceed, guidance and support can be sort from the Lead Youth Worker.

To ensure that this is clear and easy to follow, significant terms are clarified below:

- **Reminder:** The child/young person will be informally reminded that the way they are behaving is not appropriate. A clear explanation as to why this behaviour is inappropriate will be given where necessary, with staff/volunteers taking a non-threatening and encouraging approach at this point, referring to previous positive behaviour whilst providing examples of how to behave or act better. Verbal challenges do not need to be reported to the Lead Youth Worker.
- **Time out:** The child/young person is invited/accompanied to an appropriate space within CYC, with the aim of temporarily separating them from the environment where inappropriate behaviour has occurred for a short and temporary period of time. Time out must be supervised, age appropriate and relevant to the behaviour.
- **Cool off:** The child/young person is sent home and is not permitted to enter CYC or be within its vicinity for the specified period of time. In the case of 1-2 week cool offs, the

child/young person must attend a reengagement meeting before re-entering CYC. Cool off's must be no longer than 2 weeks.

- Ban: The child/young person is sent home and is not permitted to enter CYC or be within its vicinity on a permanent basis. If the behaviour or incident is of an illegal or potentially dangerous nature, we reserve the right to contact the relevant agencies and government bodies, including the police. Please note that bans may be subject to review on an individual basis.

Staff will always deliver sanctions calmly and with care. It is in nobody's interest to confront inappropriate behaviour with anger.

When a child/young person is sent home from a session, a cool off is imposed or a permanent ban is put in place, parents/carers of all young people under the age of 18 must be notified and fully informed of the reasoning behind these sanctions.

Only young people who have consent to leave CYC without a parent/guardian will be allowed to leave independently, otherwise parents/carers must attend to collect their child/young person immediately.

If a child/young person is deemed as being under the influence of any psychoactive substance (including alcohol) then regardless of consent to leave CYC independently they must be collected by a parent/guardian immediately or the relevant agencies/ government bodies will be contacted.

Low Level Behaviour

This level of response is for low level behaviour including, but not exclusively:

- General use of rude/inappropriate language
- Rude/disrespectful behaviour/language used towards staff or peers
- Littering or inappropriate disposal of rubbish
- Disobeying given instructions by a member of staff
- General use of oppressive or discriminatory behaviour or language (first occasion)
- Careless/unthoughtful use of equipment that leads to damage of council property
- Running around the building in unsuitable areas unless permitted by staff
- Vandalism of equipment or building (first occasion)
- Graffiti (this includes all equipment and building space both inside and outside of the youth club)
- Play fighting or rough play
- Forcing entry to rooms/closed spaces
- Deliberately blocking sinks/toilets, defacing the toilet facilities, defecating or urinating outside of the facilities (first occasion)
- Any other action that is deemed low level, in discussion with the Lead Youth Worker, and may inhibit others ability/right to have a fun and safe experience at CYC.

Sanctions appropriate to this level include but are not limited to:

- Verbal warning
- Apologising for actions verbally or written (escalated dependent on behaviour)
- Time out (child/young person to be provided with a safe and quiet space in order to calm down and reflect)
- Youth Club payback, involving but not limited to activities such as litter collection and resource tidying
- Child/young person to be responsible for repair or replacement of any property damaged or defaced
- 1 week cool off if deemed necessary by the relevant staff member
- Consider escalation to medium level sanctions for repeated offenses should initial sanctions not have the desired impact on behaviour.

Medium level Behaviour

This level of response is for medium level behaviour including, but not exclusively:

- Repeated low level inappropriate behaviours
- Repeated use of bad/Inappropriate language
- Taunting/bullying behaviour
- Theft of small or petty items (First occasion)
- Repetitive disobeying of given instructions by a member of staff
- Anti-social behaviour such as spitting and other non-contact behaviours
- Deliberate and repeated vandalism of equipment or building
- Sexually and age inappropriate behaviour/conduct
- Cyber bullying via consented or unconsented photo/video filming or sharing
- Tampering with safety equipment including fire doors, extinguishers, signs, alarms etc
- Repeat offence of or directed oppressive or discriminatory behaviour
- Any other action considered medium level that would inhibit others ability/right to have a fun and safe experience at CYC.

Sanctions appropriate to this level include but are not limited to:

- Verbal discussion regarding behaviour
- Escalation to Lead Youth Worker for monitoring and imposing additional sanctions where necessary
- 1-2 week cool off (child/young person to be sent home from current session and cool off period agreed between relevant staff) with re-engagement meeting arranged
- Parents/ carers called and made aware of the inappropriate behaviour and enforced sanctions
- Where required additional support from partner agencies may be required
- Consider escalation to high level sanctions for repeated offenses should initial sanctions not have the desired impact on behaviour.

High Level Behaviour

This level of response is for high level behaviour including, but not exclusively:

- Repeated low/medium level inappropriate behaviours & failure to respond to already imposed sanctions
- Violent behaviour
- Purposeful discrimination of any form against an individual's protected characteristics
- Persistent & continued taunting/bullying behaviour
- Repeated theft of small or petty items or theft of high value items
- Persistent & continued cyber bullying via consented or unconsented photo/video filming or sharing
- Repeated tampering or destruction of safety equipment including fire doors, extinguishers, signs etc.
- Smoking inside of the building
- Unauthorised exiting and entering of CYC
- Violent and directed oppressive or discriminatory behaviour
- Any other action considered high level that would inhibit others ability/right to have a fun and safe experience at CYC.

The behaviours below are also examples of high-level inappropriate behaviours but due to the nature of the inappropriate behaviour should be dealt with in line with the Safeguarding Policy:

- Carrying or concealment of any item deemed to be used as a weapon
- Being under the influence of any psychoactive substance (including alcohol)
- Supplying, selling or concealment of any psychoactive substance (including alcohol) in or around CYC
- Supplying, selling, carrying or concealment of any paraphernalia related to any psychoactive substances (including alcohol)
- Sexual harassment/abuse/assault
- The association with any persons who are found to be supplying, selling, carrying or concealing any item deemed to be used as a weapon or any psychoactive substances (including alcohol)/paraphernalia
- Involvement in CSE or other high-level safeguarding concern.

Sanctions appropriate to this level include but are not limited to:

- 1-2 week cool off with potential permanent ban (child/young person to be sent home from current session and cool off period agreed between relevant staff)
- Re-engagement meeting arranged for cool off sanctions
- Inability to go on trips for a defined period
- Escalation to authorities where appropriate
- Parents/ carers called and made aware of the inappropriate behaviour and enforced sanctions for all young people under the age of 18 years)

- Where required additional support or referrals made to partner agencies
- Permanent ban from CYC.

Young Person's commitment to Crediton Youth Service Values and Behaviour Rules, and Behaviour Policy:

I have read, discussed, understood, and agree to abide by the youth club rules.
I understand the consequences for my attendance should I willing break the rules.

Signed by young person:

Print Name:

Date

Name of the youth worker who held the rules and behaviour discussion with young person (if you are concerned that the young person lacks the ability to understand the rules, please speak to the Lead Youth Worker):

Youth workers complete this section.

Should a reminder, warning or ban have taken place record this here, with date.

Complete a confidential incident form with full details and give this to the lead youth worker.