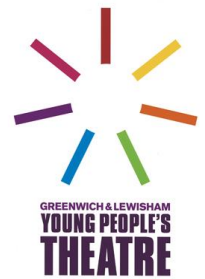


Behaviour Procedure

A guide for GLYPT staff, tutors/artists, volunteers & peer motivators



IMPORTANT NOTES:

1. It is essential that the Project Manager is updated as soon as possible with any incidents of bad behaviour that tutors/artists suspect are becoming routine (rather than one off occurrences), and might therefore begin to adversely effect the experiences of other participants.
2. The project manager or tutor/artist will make participants aware of the expected standards of behaviour on the first session of each course, or when a new member joins a programme.
3. Tutors/artists are welcome to set rules that are specific to their art form to ensure the workshops remain safe and enjoyable for everyone.

The following behaviour procedure has been developed to:

- Ensure all of our workshops remain a safe, enjoyable and creative environment where all participants feel comfortable and supported;
- Help support and guide GLYPT's staff, tutors/artists, volunteers & peer motivators;
- Ensure that, as one of the main points of contact with parents, the project managers are kept fully updated with any incidents arising and/or developing within the sessions.

GLYPT believe that:

- The overall needs and experience of the course group are more important than any one participant's needs. For example, bad behaviour should not be overlooked because of a participant's difficult background particularly if they are having an adverse effect on the overall group dynamic.
- In addition to the above belief we still recognise that each young person has very different needs and that we should endeavour to use our behaviour policy as a guide rather than a 'one policy fits all' procedure.
- GLYPT believe that the focus of our workshops should be creative and encourage the young people to enjoy creative activities.
- We should encourage young people from disadvantaged and/or socially challenging backgrounds to participate in our workshops and that our activities can help social skills and positively encourage good behaviour.
- Everybody (including staff, volunteers, participants and parents) has a responsibility to work together to stop bullying and inappropriate behaviour
- It is not the role of GLYPT (or any of its staff or volunteers) to try and solve any complex personal or social issues our participants may have; these incidents should be referred as appropriate.

GLYPT expect that:

- All staff and participants should respect every individual's feelings and views
- All staff and participants should show appreciation of others by acknowledging individual qualities, contributions and progress
- All staff and participants should carefully follow behavioural rules and practices that are there to ensure a safe and positive environment

A participant's behaviour should be considered an issue when they:

- Put themselves in danger;
- Put other people in the workshop in danger;
- Disempower or disrespect others in the workshop – participant or staff member;
- Prevent the creative work from happening;
- Examples of behaviour that are not acceptable:
 - Bullying of any kind – physical or verbal
 - Threatening behaviour
 - Physical contact such as fighting, hitting, kicking or pushing
 - Continual rudeness or disobeying tutors/artists, volunteers or peer motivators or any GLYPT staff member
 - Continual failure to engage in creative activities and/or distracting others from doing so

Lateness:

- Continual lateness can affect the behaviour and creative activities of a group.
- Participants or their parent/carer should be encouraged to phone the GLYPT office to let us know if they are likely to be late for a session giving the reason why.
- It is important to encourage the group to take responsibility for their time keeping, and to ensure they realise the effect on the group dynamic.
- If a participant is late the staff member registering participants should establish the reason. If this isn't satisfactory the register should be marked with an 'L'. It is at the discretion of the artist/tutor leading the session to take the decision not to allow the young person to join the session that day due to lateness, providing they have discussed the case with the project manager first.
- The project manager should contact any young person who is late. If they arrive more than 30 minutes late, and are under 18, the parent or carer should also be informed.
- In cases of parents being the cause of a participant's lateness, or in cases of parents collecting their child late from a session, the project manager should speak to them directly explaining the reasons why it is not acceptable.

Bullying

'Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for the victims to defend themselves' *London Child Protection Procedures, 2014.*

- Bullying can include:
 - Physical assault including pushing, kicking and hitting, including filming or recording of such behaviour, usually on mobile telephones (all but minor incidents would be dealt with in accordance with GLYPT's Safeguarding and Child Protection Policy)
 - Sexual assault (would be dealt with in accordance with GLYPT's Safeguarding and Child Protection Policy)
 - Stealing or damaging someone's belongings
 - Spreading hurtful rumours
 - Verbal abuse (e.g. racist, sexist and homophobic name-calling, making threats, teasing or making fun of someone)
 - Spreading inappropriate photographs or images, often on mobile telephone or online (internet) – these can include real or manipulated images
 - Emotional abuse (e.g. isolating an individual from group activities or conversations, or emotional blackmail)
 - Pressurising other children not to be friends with the person who is being bullied
 - Forcing someone to do something embarrassing, harmful or dangerous
 - Harassment on the basis of race, gender, sexuality or disability

Greenwich and Lewisham Young People's Theatre recognise that:

- Bullying will not be accepted or condoned and all forms of bullying will be addressed.
- Bullying causes real distress. It can affect a person's health and development, and at the extreme, can cause significant harm.
- All staff, participants, parents and carers have a role to play in preventing and putting a stop to bullying.

We will seek to prevent bullying by:

- Making participants aware of the expected standards of behaviour, setting rules that address behaviour both face-to-face and online
- Making sure that staff, volunteers, children and young people, parents and carers have clear information about our behaviour policy
- Encourage young people from diverse groups, disadvantaged and/or socially challenging backgrounds to participate in our workshops
- Welcome new members and help them to settle in
- Practice skills such as listening to each other
- Explore and celebrate, through our workshops, the differences between individuals within the group
- Encourage people to work together and develop friendships
- Addressing inappropriate behaviour immediately
- Making sure that staff, volunteers, children and young people, parents and carers are aware of Greenwich and Lewisham Young People's Theatre's complaints procedure as outlined in our Safeguarding and Child Protection Policy
- Encouraging open communication should someone wish to talk about bullying or issues that affect them
- Training staff in Safeguarding young people
- Regularly readdress measures to prevent bullying in light of changing needs

When bullying occurs we will respond to it by:

- Listening carefully to reports of bullying
- Following GLYPT's behaviour procedure as outlined below
- Making people aware of and have access to Helplines
- Investigating reports of bullying objectively, listening carefully to everyone who is involved
- Providing support and assistance to people who are being bullied
- Providing support and assistance to people who bully, to encourage them to stop bullying
- Avoiding sanctions which make individuals look or feel foolish
- Discussing any incidents of bullying with a child or young person's parents or guardians
- When bullying may involve an allegation of crime (assault, theft, harassment) a referral will be made to the police

• Behaviour Guide

Should any participant not follow the group contract/rules as set up by the project manager and tutors/artists, the following chart can be used as a guide for procedure.

If a participant's behaviour is deemed serious enough (i.e., violent and/or abusive behaviour), the project manager may take the decision to skip the initial steps as necessary.

