

		Process
		18
Department:	Fun 4 Young People	
Title:	Behaviour Policy	

Behaviour Policy (Fun 4 Young People)

This policy follows guidance under the Equality act 2010 in respect of safeguarding and young people with SEN.

This policy should be read in conjunction with the following YMCA Bedfordshire policies:

- Positive Handling
- Staff Code of Conduct
- Whistle-Blowing
- Equal Opportunities
- Safeguarding Policy and Procedure

Introduction

The Fun 4 Young People project at YMCA Bedfordshire believes that all young people, regardless of race, gender, religion, sexual orientation, ability and disability, have the right to learn in a safe, caring, nurturing and supportive environment.

The project has high regard for its young people’s spiritual, moral, social, emotional and cultural wellbeing and all staff endeavour to provide a caring and creative environment. We work hard to promote the right for young people to speak out and seek help in all aspects of their wellbeing. The project fosters an environment in which everyone feels safe, secure and respected, where high standards of behaviour, self-discipline are promoted. We have an ethos where all members of the project are valued as individuals.

At Fun 4 Young People, a great emphasis is placed on positive reinforcement of behavioural standards through de-escalation, positive modelling from staff and praise. Young people’s confidence and self-esteem are developed through encouragement, praise, positive modelling and rewards, both verbal and written.

All core staff (wherever possible) at Fun4YP are trained in ‘Team Teach’.

<http://www.teamteach.co.uk/about-team-teach>

Team Teach sets out its aim: through the promotion of de-escalation strategies and the reduction of risk and restraint, to support teaching, learning and caring, by increasing staff confidence and competence, in responding to behaviours that challenge, whilst promoting and protecting positive relationships.

Team Teach advocates that services should include in their policy a statement that reflects the working realities and likely consequences when individuals are involved in an incident involving use of force.

“Team-Teach techniques seek to avoid injury to the service user, but it is possible that bruising or scratching may occur accidentally, and these are not to be seen necessarily as a failure of professional technique, but a regrettable and infrequent side effect of ensuring that the service user remains safe”.

(George Matthews - Director)

This policy sets out the expectations of behaviour where staff, young people and parents/carers/families and other professionals, seeks to create an environment which encourages and reinforces positive behaviour and the fostering of positive attitudes.

In addition, it sets out the consequences for poor behaviour, should it arise.

Ref:	YMCA-F4YP-001	Date:	June 2020	Next Review:	June 2021
UNCONTROLLED IF COPIED OR PRINTED					
YMCA Bedfordshire ©		Rev:	01		Page 1 of 11

		Process
		18
Department:	Fun 4 Young People	
Title:	Behaviour Policy	

Project Values

Our project values of Respect, Kindness, Friendship, Courage, Fun, and Teamwork demonstrate the personal qualities that we are trying to encourage our young people to develop.

Some examples of positive behaviour are listed below:

- Respectful language
- Active listening
- Respect for the environment
- Turn taking
- Willingly following appropriate instructions
- Acting on recognised etiquette
- Respect for self and others
- Taking personal responsibility for one’s own actions
- Acting considerately towards others
- Respecting the rights and property of others
- Encouraging self-discipline
- Encouraging tolerance
- Helping those less fortunate and weaker than oneself
- Telling the truth
- Keeping promises and honouring commitments
- Challenging and reporting anti-social behaviour

Through implementation of the behaviour policy, we aim to:

- create a caring, stimulating and secure environment in which everyone can work and play safely
- promote good behaviour and accept that it is everyone’s responsibility
- have high expectations of positive behaviour through modelling, coaching and effective implementation of appropriate and understood consequences
- encourage young people to value the project environment
- empower all staff to expect and receive appropriate behaviour from, and for, everyone
- ensure that good behaviour is recognised and rewarded
- raise student’s self-esteem and promote empathy and respect for self and others
- develop a culture in which we accept the young person but not the behaviour
- ensure that the policy and values are understood, consistently implemented throughout the project, and that effective mechanisms are in place for the monitoring and evaluation of this policy. Sound professional judgement from staff is needed.
- Support the young people that arrive at Fun4YP with a variety of complex needs. It is important therefore that the project identifies the best support for the young person in order for them to achieve. This may involve internal support e.g. pastoral care, or external support e.g. Clubs, Assessment and Monitoring, Police, external provision, social services, Youth offending team, CAMHs, carers & family etc.

Ref:	YMCA-F4YP-001	Date:	June 2020	Next Review:	June 2021
UNCONTROLLED IF COPIED OR PRINTED					
YMCA Bedfordshire ©		Rev:	01		Page 2 of 11

		Process
		18
Department:	Fun 4 Young People	
Title:	Behaviour Policy	

- ensure that the project’s expectations and strategies are widely known and understood by all stakeholders;
- ensure that every member of the project’s community behaves in a considerate way towards others, both on project site and off site including the local community.

How we will achieve our aims:

- By establishing a set of project rules that young people know and understand and sharing in a way easily accessible to our young people (e.g. video at the start of holiday clubs)
- By having adults who lead by example and model good practice, praise, relationships and reward are key to creating a positive atmosphere where young people have the opportunity to succeed
- Through close monitoring of every young person on an activity by activity basis throughout the day
- Pastoral Support Plans are established for young people where required. These must be read by all staff who have contact with that young person, so that absolute consistency is used around the management of each young person’s behaviour.
- That both the young person and parents/carers are made aware of the Pastoral Support Plan and what strategies will be used to deal with negative behaviour and promote positive behaviour. This includes de-escalation techniques and the use of Physical Interventions, where necessary (see Positive Handling policy).

Activities and Engagement

We believe that an appropriately structured activity plans that facilitates effective engagement contributes to outstanding behaviour. Thorough planning, the active involvement of young people in their own learning, and structured feed-back all help to avoid the alienation and disaffection which can lie at the root of poor behaviour. Activities must have clear objectives that are clearly understood by the young person, and be differentiated to meet the primary needs of young people with social, emotional and mental health needs.

Teaching methods will encourage enthusiasm and active participation for all. Lessons will aim to develop the skills, knowledge and understanding which will enable young people to work and play in cooperation with each other.

Token / awesome stamp awarding will be used both as a supportive activity, providing feedback to young people on their progress and achievements, and as an indicator that the young person’s efforts are valued and that progress is important; they should be used to encourage good behaviour as well as good work.

Rewards

Our approach to creating a positive ethos within the Project is to treat young people positively, by praising them, offering them encouragement and acknowledging their achievements. We will ensure that young people know that their effort, achievement and good behaviour are recognised and valued by means of a range of rewards:

- Charts of awesomeness (minis age group, awarded individually and counted in groups)
- Tokens (juniors age group, awarded individually, counted collectively in groups)
- Nominations by group leaders

Ref:	YMCA-F4YP-001	Date:	June 2020	Next Review:	June 2021
UNCONTROLLED IF COPIED OR PRINTED					
YMCA Bedfordshire ©		Rev:	01		Page 3 of 11

		Process
		18
Department:	Fun 4 Young People	
Title:	Behaviour Policy	

- Praise in activities, in morning age groups or by the Pastoral team for good work or behaviour.

All recorded positives earn young people points

All age groups will have the rewards announced at the end of each club. As well as acknowledging and celebrating the individual efforts and successes, young people are encouraged to work collaboratively as a team.

ANTI BULLYING POLICY

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our young people so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our project. If bullying does occur, all young people should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* project. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

Everyone has the **right** to attend project without being hindered by the behaviour of others.

- All forms of bullying are unacceptable and will not be tolerated.
- We will treat all incidents of bullying seriously and always endeavour to resolve them and prevent them recurring.
- Staff reinforce the project Aims by the behaviour they expect between young people and the standards they set in their relationships with young people and other staff in order to model appropriate behaviour to young people.
- Parents are encouraged to contact the project immediately should they have any concerns.
- All volunteers, tutors, support staff, young people and parents should have an understanding of what bullying is.
- All volunteers, tutors & support staff should know what the project policy is on bullying, and follow it when bullying is reported
- All young people and parents should know what the project policy is on bullying, and what they should do if bullying arises

What is bullying?

It is deliberate and repeated behaviour, designed to upset, by a person who feels they have some sort of power over their target for bullying behaviour.

Bullying can be:

- **Emotional** being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- **Physical** pushing, kicking, hitting, punching or any use of violence

Ref:	YMCA-F4YP-001	Date:	June 2020	Next Review:	June 2021
UNCONTROLLED IF COPIED OR PRINTED					
YMCA Bedfordshire ©		Rev:	01		Page 4 of 11

		Process
		18
Department:	Fun 4 Young People	
Title:	Behaviour Policy	

- **Racist** racial taunts, graffiti, gestures
- **Sexual/Sexist** unwanted physical contact or sexually abusive comments
- **Homophobic** because of, or focussing on, the issue of sexuality
- **Disability or difference** - Bullying based on disability, ability, gender, appearance circumstance
- **Verbal** name-calling, sarcasm, spreading rumours, teasing
- **Cyber** all areas of internet, such as email & internet chat room misuse.
 Mobile threats by text messaging & calls
 Misuse of associated technology, i.e. camera & video facilities

Conflicts or fights between equals and single incidents are not defined as bullying. Bullying behaviour is **NOT**:

- Young personren not getting along well
- A situation of mutual conflict

Signs and Symptoms

Many young personren and young people do not speak out when being bullied and may indicate by signs or behaviour that they are being bullied. Adults should be aware of these possible signs and should investigate if a young person:

- Is frightened of walking to or from project
- Changes their usual routine
- Is unwilling to go to project (project phobic)
- Becomes withdrawn anxious, or lacking in confidence
- Starts stammering
- Attempts or threatens suicide or runs away
- Cries themselves to sleep at night or has nightmares
- Uses excuses to avoid coming to the project (headache, stomach ache etc)
- Begins to suffer academically
- Comes home with clothes torn or books damaged
- Has possessions which are damaged or "go missing"
- Has unexplained cuts or bruises or shows signs of being in a fight
- Becomes aggressive, disruptive or unreasonable
- Is bullying other young personren or siblings
- Changes their eating habits (stops eating or over eats)
- Goes to bed earlier than usual
- Is unable to sleep
- Wets the bed (more than usual)
- Is frightened to say what's wrong
- Gives unlikely excuses for any of the above
- Is afraid to use the internet or mobile phone
- Is nervous and jumpy when a text message or email is received

These signs and behaviours could indicate other problems, such as a safeguarding concern, but bullying should be considered a possibility and should always be investigated via the Safeguarding Procedure.

Ref:	YMCA-F4YP-001	Date:	June 2020	Next Review:	June 2021
UNCONTROLLED IF COPIED OR PRINTED					
YMCA Bedfordshire ©		Rev:	01		Page 5 of 11

		Process
		18
Department:	Fun 4 Young People	
Title:	Behaviour Policy	

Expectations of Young people

We expect high standards of behaviour to be maintained so that all young people can grow to their full potential. The high standards we have established are based on respect for the rights of the project as a community, and of groups and individuals within that community.

Our Expectations of Young people are broken if someone is bullied.

Young people who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a pastoral worker or a member of staff of their choice
- Reassuring the young person
- Offering continuous support
- Restoring self-esteem and confidence

Young people who have bullied will be helped by:

- Discussing what happened
- Discovering why the young person became involved
- Establishing the wrong doing and the need to change
- Informing parents or guardians to help change the attitude and behaviour of the young person

The following disciplinary steps can be taken when the situation has been fully investigated:

- Letter home to parents/carers for racist and homophobic incidents
- Exclusion from specific areas of the project
- Ban from particular activities
- Fixed term exclusion
- Police involvement
- Permanent exclusion

It is hoped that all incidents of bullying can be quickly prevented through the use of restorative justice, mentoring and by offering young people supportive programmes to prevent them from bullying others.

GUIDELINES FOR ALL STAFF

If staff observe an incident that they feel is bullying, or if a young person reports an incident:

- Do not ignore the situation
- Action should be taken quickly
- The target of the bullying behaviour should be asked to write down what has happened in as much detail as possible; or to relate the story to you to write down for them
- Listen to the target of the bullying behaviour. Make sure you find out clearly what has happened, who is involved, the pattern and timescale of the bullying and the feelings of the young person involved

Ref:	YMCA-F4YP-001	Date:	June 2020	Next Review:	June 2021
UNCONTROLLED IF COPIED OR PRINTED					
YMCA Bedfordshire ©		Rev:	01		Page 6 of 11

		Process
		18
Department:	Fun 4 Young People	
Title:	Behaviour Policy	

- Reassure the target of the bullying behaviour;
- Offer immediate advice to the target of the bullying behaviour;
- The young person displaying bullying behaviour should be asked their version of events
- Encourage the young person displaying bullying behaviour to see the target for bullying behaviour’s point of view. It may be helpful here to remind the young person displaying bullying behaviour that excuses such as ‘we were only messing about’ are not acceptable
- Consider the use of restorative approaches between the young person displaying bullying behaviour and the target to try and build a relationship of mutual understanding and respect
- Input the incident to *[insert crm name]* ensuring that the ‘victim’ is recorded for monitoring purposes
- Inform parents of what has happened and inform them of what action is being taken and how they can support at home
- If sanction is required this will be part of the restorative process and in line with the existing practices of the project

Guidance for staff when managing an Incidence of Bullying

First incidence of bullying

Warning issued. The staff member recording the incident **MUST** report this to the Youth Service Lead and ensure that the incident is recorded on a Pastoral Report Form. Pastoral staff will complete a full de-brief with the young person and perform Restorative justice where required.



Second incidence of bullying or serious first incident

- 2nd warning issued with clear explanation required in write up
- Phone calls home and to club by the pastoral team to report incident to parent / carer / teacher of the young people involved with the expectation that the incident is discussed fully with each young person
- Support packs are available to deal with Bullying from NSPCC and Young personline



Third and repeated incidences of bullying

- Phone calls home to arrange meeting with parents / carers
- Young person’s behaviour monitored by pastoral team and fixed term exclusion considered



Persistent incidences of bullying will lead to engagement of other agencies e.g. the Police, referral to MASH team.

Ultimately the project will consider the need to permanently exclude young people who are persistent bullies if their behaviour presents a danger or persistent disruption to the engagement and well-being of other young people.

Ref:	YMCA-F4YP-001	Date:	June 2020	Next Review:	June 2021
UNCONTROLLED IF COPIED OR PRINTED					
YMCA Bedfordshire ©		Rev:	01		Page 7 of 11

		Process
		18
Department:	Fun 4 Young People	
Title:	Behaviour Policy	

Consequences and Disciplinary Sanctions

Young people’s conduct off site

Young people’s conduct off site will be managed in line with the project’s behaviour policy. The project will respond to misbehaviour when the young people are:

- Taking part in any project-organised or project-related activity
- Travelling to or from project in project organised transport
- In some other way identifiable as a young person at the project

Or misbehaviour at any time, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the project
- Poses a threat to another young person or member of the public
- Could adversely affect the reputation of the project and/or YMCA Bedfordshire

In all cases of misbehaviour the staff member can only discipline the young person when the young person is under the lawful control of the staff member

When we discuss inappropriate behaviour, we will encourage young people to consider alternative choices they could have made which would have resulted in a more positive outcome. Consequences of inappropriate behaviour may be:

- Having time to reflect on their behaviour and discuss the decisions they made; thinking about what other choices are available to ensure positive responses/behaviour in the future
- A sanction imposed on off-site activities / trips
- A young person’s parents/carers informed or invited in
- A young person may be withdrawn to a supervised neutral room for “time” to reflect upon their behaviour and take time to calm down
- The young person may be spoken to by a member of the pastoral team
- A young person may be fixed term excluded from the project (this would only occur following a serious breach of project rules where the pastoral team deems that there is no other immediate response to maintain the safety of young people or staff)

When issues arise, the young person involved will have the opportunity to offer an explanation. We will always be fair.

Staff will:

- Provide a consistent approach across the whole project
- Model appropriate behaviour, promoting honesty and courtesy by example
- Provide a caring environment and deliver a appropriate activities
- Encourage relationships based on kindness, respect and understanding of the needs of others
- Show appreciation of the efforts and contributions of all within the project
- Ensure fair treatment of each individual, regardless of age, gender, race, sexual orientation, ability or disability.
- Follow the agreed Behaviour Policy and support each other in doing so

Ref:	YMCA-F4YP-001	Date:	June 2020	Next Review:	June 2021
UNCONTROLLED IF COPIED OR PRINTED					
YMCA Bedfordshire ©		Rev:	01		Page 8 of 11

		Process
		18
Department:	Fun 4 Young People	
Title:	Behaviour Policy	

- Make use of the project’s Whistle Blowing policy if it is felt that staff are not acting according with the project’s ethos, procedures or standards.

Young people will be encouraged at all times by staff to:

- Treat others as they would like to be treated
- Respect others, regardless of age, gender, gender orientation, race, sexual orientation, ability or disability
- Accept responsibility for their choices
- Demonstrate good manners
- Take care of their personal appearance, project environment and belongings
- Work collectively within their activities and groups

We will encourage parents, carers and families to:

- Support the project so that young people receive consistent messages about how to behave both at home and at the project
- Support and encourage their young person’s development
- Inform a member of the pastoral team should any concerns arise about behaviour at home

The Pastoral Team & YMCA Bedfordshire Management will:

- Ensure all young people understand and agree work within the code of conduct, are shown this in video form and given a booklet to take home
- Implement the project’s Behaviour Policy consistently throughout the project
- Regularly analyse whole project trends and consequently to ensure the project is moving forward together
- Ensure the health, safety and welfare of all young people in the project
- Celebrate examples of exemplary behaviour with the whole project
- Support the staff in implementing the Behaviour Policy
- Keep detailed records of all reports of incidents of serious misconduct, physical intervention etc., together with details of the action taken
- Deal with serious, unacceptable behaviour

Monitoring procedures

CHIPS is the main form of monitoring. It is used as a diagnostic tool by the project to support the development of every young person, in addition to recording serious incidents. On induction every member of staff receives training in how to record strategies and incidents on CHIPS. This information is regularly reviewed by staff as a means of supporting Young People in developing positive behaviours.

Monitoring of the policy:

This policy should be consistently updated and modified as practice within the project progresses. It is the responsibility of the Executive Team to review this document at least once a year. See below for dates of ratification and review.

Ref:	YMCA-F4YP-001	Date:	June 2020	Next Review:	June 2021
UNCONTROLLED IF COPIED OR PRINTED					
YMCA Bedfordshire ©	Rev:	01		Page 9 of 11	

		Process
		18
Department:	Fun 4 Young People	
Title:	Behaviour Policy	

Conclusion:

Tutors have the right to teach and young people have the right to learn without unnecessary disruption. Good order does not just happen; it needs to be worked for.

A positive approach will ensure that appropriate behaviour is rewarded and that inappropriate behaviour has consequences. Young people will not follow a set of rules just because they exist, or are posted on a wall. All staff must take time to teach young people appropriate behaviour by:

- Setting high expectations
- Not ignoring poor behaviour

This policy and guidelines must be followed by all staff to ensure a consistent and corporate approach to managing behaviour at YMCA Bedfordshire’s Fun 4 Young People project.

This policy will be reviewed annually.

Ref:	YMCA-F4YP-001	Date:	June 2020	Next Review:	June 2021
UNCONTROLLED IF COPIED OR PRINTED					
YMCA Bedfordshire ©		Rev:	01		Page 10 of 11

		Process
		18
Department:	Fun 4 Young People	
Title:	Behaviour Policy	

Ref: YMCA-F4YP-001	Date: June 2020	Next Review: June 2021
UNCONTROLLED IF COPIED OR PRINTED		
YMCA Bedfordshire ©	Rev: 01	Page 11 of 11