



CODE OF CONDUCT/BEHAVIOUR POLICY

We at Attlee Youth & Community Centre would like everyone who attends the centre to be happy, enjoy the activities, learn, achieve and have a good time.

For everyone to do that we need to have a **Code of Conduct/Behaviour Policy**.

This is a way for all of us, (young people, visitors and staff) to act in the correct manner. Attlee Youth & Community Centre (AYCC) provides a safe and stimulating environment for children, young people, visitors and staff from different groups, including ages, abilities, cultures and gender.

All of the people who use and work in the centre should be able to enjoy and participate in activities provided without fear of negative behaviour from anybody.

This policy applies to everyone who attends AYCC

- Users of the centre
- Visitors to the centre
- Staff members of the centre

The following are the examples of behaviour which we (children/young people/staff) would consider unacceptable at the centre.

- Using your power, strength or authority to intimidate others around you.
- Abusive language.
- Racist, homophobic, sexist language.
- Possession of and taking of drugs, any illegal substances.
- Fighting and violent behaviour.
- Disrespectful behaviour towards anyone at the centre.
- Deliberate damage to property.
- Possession of/taking of alcohol. Or entering premises after having taken alcohol. **
- Use of weapons as a form of intimidation to others.

**** If a person enters the AYCC and is thought to have taken any illegal substances or alcohol they will be asked to leave immediately.**

The above list can be added to by anyone who attends the centre, if you think we have left something out, come and see us. This code is here to help us all and we welcome your views.

The children, young people & staff have set up the ground rules together & they follow a “colour code” system where **Green** relates to positive behaviour and **Red** relates to behaviour that we would not promote or accept at the centre.

GREEN:

This is the type of behaviour that we would promote, praise and be acceptable at AYCC. This will include the following:

- General positive behaviour around the centre.
- Respect for others at the centre, peers, visitors and staff
- Respect for the property, resources and equipment that is used.
- Being a role model to others at the centre, giving encouragement and assistance when and if needed.

RED**

** It should be first made clear that we would only use an exclusion of a person as a very last resort. It should be also made very clear that if the staff feel that any person at the centre is in extreme danger they will not hesitate to call for assistance from the police.

All available ways to deal with the issues/concerns would be tried first before we exclude anyone from AYCC or we call the police. We pride ourselves on being an inclusive centre, which attempts to give all people entering the building equal opportunities and chances.

The above RED behaviour would, unfortunately, mean an exclusion for the person(s) involved. The time limit of the exclusion could be as little as one day to the maximum, permanent exclusion (this has never been the case, as yet).

The type of behaviour that would be deemed as RED could be as follows:

- People/persons have gone through the GREEN/AMBER stages of the behaviour policy but still persist in negative, unacceptable behaviour.
- Parents/carers have been informed on more than occasion but behaviour still persists.
- Behaviour is of a danger to the person/people involved and to others at AYCC.
- The behaviour may also influence other people who attend the centre in a negative way.
- After persistent interaction from staff the person(s) involved decide to deliberately ignore advice given.

If a person has reached the stage where an exclusion from the centre is the only way to solve the behaviour, they would be informed of this, given the reason(s) why we have to exclude them and of the time limit of the exclusion. All of this information would be kept on confidential file.

Depending on the reasons for the exclusion from AYCC, we would then review this, as a staff team, after a period of 3 months. It may be necessary to continue the exclusion for a further period of time. For example if the person has persisted in attempting to gain access to AYCC, even though they are excluded.

If the staff team decide to allow the person back into the centre a formal written contract (known as a "Behaviour Contract") will be devised between the person and staff to assist in positive behaviour and give the person the opportunity they deserve.



PROCEDURE FOR DEALING WITH BEHAVIOUR:

The step by step guide for dealing with behaviour at Attlee, when one of our ground rules are not followed is as follows:

- The young person(s) will be taken to one side.
- For child protection and safety reasons there should always be two members of staff available. If this is not possible, you should either:
 - (a) be within ear shot & sight of another member of staff or
 - (b) if possible, wait until two members of staff are available to talk to the young person. Depending on the behaviour, you may not be able to wait for another staff member, so the situation will have to be dealt with immediately but ensuring you have appropriate staff support, as in point (a).
- The staff will listen to both sides of the complaint from the young person(s).
- We would encourage the young people to resolve their own problems, where this is not possible staff will talk through the issues and offer alternatives to the negative behaviour that is displayed.
- If the issues/concerns cannot be rectified and the behaviour is persistent after staff involvement, then the following procedure would come into practice in relation to the specific young person:

Children/Young people will receive 3 warnings in relation to their behaviour.

1. The first would be a verbal warning where the child/young person would have the chance to speak to two members of staff in relation to the specific behaviour. This would give the young person the opportunity to express themselves away from their peers and give the reasons why they may be behaving in a negative way. The staff would guide and advise the young person in positive behaviour at the centre, referring them to our 'Ground Rules' we would not involve the Parents/Carers at this point but a record of the record of the discussion would be kept on file.
2. The second warning would involve us again discussing with the young person reasons for their behaviour but at this point would also involve the Parents/Carers in the discussion, preferably in person. We would inform them of the behaviour that has resulted in us contacting them and refer them to the fact that the child is now on their 2nd warning. Again the consultation between the Child, Parents and the staff would be recorded for their file.
3. The final warning would be a meeting where all parties: child, parents/carers and staff would be present to discuss a behaviour contract designed specifically for that young person. Agreements would be made between the parties to try and ensure that the behaviour keeps within an acceptable level and the child/young person is able to keep to the agreement that is made. If the child/young person breaks their behaviour contract, they will be excluded from the centre for a fixed period that is deemed appropriate by the staff. As they will have had the three warnings available to them.

AYCC Staff Team

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Attlee Youth & Community Centre

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Ground rules for the Attlee Youth & Community Centre

- Please treat others as you would like to be treated
 - Staff to lead by example
 - Please enjoy your food and drinks outside in the playground only
 - Please throw your litter in bins provided
 - Please walk when inside the building
 - Look after and respect your centre
 - Please remember to wear the right clothes and shoes when coming to play in Attlee
 - Everyone should be treated fairly and equally
 - Please respect other people's privacy
 - Everyone in Attlee please try use good language at all times
 - Staff will treat all children and young people fairly at all times
 - Please tidy away things you have played with
 - Please remember Fire exits are to be used in emergency only
 - If you need to spit, please use the sinks in the toilets and wash the sink after you have finished
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- Please do not hurt each other in any way
 - Attlee is a non smoking place
 - Please do not bring drugs, alcohol or any type of weapon in to Attlee
 - We are all different, please respect each other; we will not tolerate any form of discrimination such as bullying, racism, etc

Staff and young people have come up with these rules together and we have all agreed to follow them.

GREEN rules = the way we expect everyone to behave at all times. If you break these rules and get 3 warnings from any staff; you may have to do work around the centre and playground or be banned depending on the seriousness of the situation. The staff team will decide on the penalty you receive.

RED rules = these are serious. If you break any of these rules you will be banned automatically; there will be no warnings. We may also have to contact the police and your parents.