

CODE OF CONDUCT FOR PUPILS

A Code of Conduct (or a group agreement) for children outlines appropriate and inappropriate behaviours (including language), which should be valid for the duration of a group's involvement with an organisation (e.g. on an annual basis or for a one-off workshop). It is good practice to involve children in developing a code of behaviour that is specific to their activity. The following key principles should apply:

DO:

- ✓ Wear clothing that is appropriate to the activity.
- ✓ Include and encourage the participation of other group members.
- ✓ Listen to others.
- ✓ Ask questions if you are unsure about something.
- ✓ Respect other children and adults at all times.
- ✓ Use allocated toilet and changing facilities where available.
- ✓ Tell a leader straight away if you (or another child) feel uncomfortable or frightened by the actions or words of another adult or child.
- ✓ Say 'no' if you feel uncomfortable at any time (e.g. during an activity).
- ✓ Follow safety guidelines and instructions for an activity.

DON'T:

- ✓ Shout, swear or use inappropriate language.
- ✓ Make fun of others.
- ✓ Exclude or make assumptions about others.
- ✓ Fight/push/pull/hit/nip/bite – even in fun.
- ✓ Tell jokes or stories that are rude or may offend or hurt others.
- ✓ Run in corridor areas/backstage.
- ✓ Keep bullying or inappropriate behaviour a secret.
- ✓ Promise to keep secrets.
- ✓ Use mobile telephones during activities (including breaks) or take photo or record or take a video during a break, at rehearsal or after class, unless specifically requested to do so by the tutor.

CODE OF CONDUCT FOR GROUPS:

Safety is paramount while participating in an activity.

If it is necessary to review and amend the content of the code of behaviour at any time, Youth Lyric will advise groups and will regularly revisit and apply to amended group codes of behaviour. Consideration will be given to each activity Youth Lyric embarks on. Youth Lyric should also consider how best to include a child who has been known to pose a risk to others. In such instances, Youth Lyric will undertake an assessment and ensure it consults with the child as well as those who know the child well (e.g. parents/guardians, teachers, social workers). Youth Lyric works with children and adults (aged 18 and over) and has procedures and guidance to protect all participants. All participants are aware of, and adhere to, the code of behaviour. If supervisory responsibilities are to be given to a participant, they should be subject to an Access NI check.

Participants aged 18 and over should be made aware of issues such as appropriate behaviour (including language and topics of conversation) and being a good role model to the younger participants within the group. Daytrips and residential activities should be carefully planned using Risk Assessments, with particular attention given to accommodation needs and supervision of group members.

SANCTIONS

A breach of procedures and guidelines must be taken seriously and staff, children, parents/guardians and other service users should note the following:

Sanctions for children who breach the Code of Conduct may include taking time out from participating in an activity or temporary suspension from the organisation.

Contacting the child's parents/guardians will also be considered in some instances and in the most extreme cases, it may be necessary to consider permanent suspension.

Early intervention and dialogue with children should minimise the need to apply more serious sanctions. Staff members are trained to have a positive behavioural approach in all situations, endeavouring to support the pupil who is in breach of conduct whilst minimising the impact on other pupils.

CHILD PROTECTION & FIRST AID

Youth Lyric has an up to date Child Protection policy which has been ratified by the Board of Trustees. Parents can receive a copy on request from the Administrator. It is also available on our website www.youthlyric.co.uk There will be a tutor on site at all times who is a trained First Aider.