

## **BEHAVIOUR POLICY**

### **Why we have a behaviour policy**

This behaviour policy exists to make sure everyone who takes part in YATI's activities knows what is expected of them and feels safe, respected and valued.

YATI must make sure that everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour and that they understand what will happen if there is inappropriate behaviour.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

This code of behaviour aims to:

- identify acceptable and unacceptable behaviour
- encourage cooperation, honesty, fairness and respect
- create an environment where your self-esteem, self-respect and self-confidence will grow
- encourage you to recognise and respect the rights of others
- encourage you to take responsibility for your own behaviour
- help resolve conflicts and make it clear what will happen if you decide not to follow the code

### **Dos and don'ts for children and young people**

#### **You should:**

- be supportive and kind to others
- be friendly
- listen to others
- be helpful
- have good manners
- treat everyone with respect
- respect boundaries
- take responsibility for your own behaviour
- talk to your teacher or our Designated Safeguarding Lead – Naomi – about anything that worries or concerns you
- follow this code of behaviour and other rules (including the law)
- join in and have fun!

#### **You shouldn't:**

- be disrespectful to anyone else
- bully other people (online or offline)
- behave in a way that could be intimidating
- be abusive towards anyone
- Physically touch anyone unless it is deemed necessary by a staff member for the class/course/rehearsal/performance and consent has been granted
- Film or photograph anyone unless it is deemed necessary by a staff member and consent has been granted, for instance within an acting for screen course, and only under direct supervision from said member of staff.

## **Encouraging positive behaviour**

In all YATI activities, positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Establishing a praise system if needed
- Informing parents/carers about individual achievements
- Offering a variety of learning forms and opportunities to meet the needs of the children attending

## **Physical Intervention**

Physical intervention will only be used as a last resort, when a staff member believes that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of staff has to physically restrain a child, the Designated Safeguarding Lead will be notified and an incident report will be completed. The incident will be discussed with the parent/carer as soon as possible.

If staff are not confident about their ability to contain a situation, they should call the Duty Manager or, in extreme cases, the police.

All serious incidents will be recorded on an incident report and filed. This may be used to build a pattern of behaviour, which may indicate an underlying cause. If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our Safeguarding policy.

## **Bullying and Harassment**

YATI has a zero-tolerance policy in relation to bullying and harassment. We strive to create a safe and welcoming space for children and adults to express their creativity and personality free from judgement, hatred or intolerance. Any cases of bullying or harassment will be investigated thoroughly by YATI; we make it clear to students and parents/carers that they can report any such cases with confidence to a member of YATI staff. You can also report any concerns anonymously [here](#).

YATI reserves the right to permanently exclude without refund any student found to be engaging in any form of bullying or harassment, regardless of whether the incident took place at a YATI activity.

## **Mobile Phones**

- Mobile phones should be switched off during classes, courses, rehearsals and performances.
- Photography or filming of any other young person or staff is strictly forbidden.
- Mobile phones should not be used during classes and courses unless the teacher has given permission. Permission will only be given by the teacher if it is integral to the session e.g. for research, to look at a script or to check a calendar date.

## **Arriving/during/leaving classes and courses**

- Arrive with a positive attitude and participate fully (to your capabilities). Please be punctual as late arrivals will disrupt the session and is unfair on other members.
- Be committed. Make every effort to attend classes and in particular, when working towards a performance. Poor attendance makes it difficult for everyone involved. If, for whatever reason you can't make it to a class, rehearsal or workshop, please let us know.

- Dress appropriately to participate in workshops. Some sessions may involve floor work. Do not wear excessive or large items of jewellery or large buckled or studded belts etc, as these are a potential safety issue.
- Treat the property of others with care and respect. YATI does not accept responsibility for students' personal belongings should they be lost, stolen or damaged. Look after your own property; you are advised not to bring anything with you of great value, either sentimental or financial.
- You should remain on the premises for the duration of the class, course rehearsal or workshop. If you do decide to leave the premises temporarily during the sessions, YATI cannot take responsibility for your actions or safety whilst not being supervised. Juniors and Pre-Juniors may not leave YATI unaccompanied. Seniors may leave at lunch or in breaks but must be back at YATI for the agreed start time of the next session.

### **What happens if I do not follow the behaviour policy?**

This behaviour policy is part of our process for making sure everyone who takes part in our activities gets the support they need.

#### **Minor or first-time incident**

- If you behave in a way that doesn't follow our behaviour code, our staff will remind you about it and ask you to change your behaviour.
- This gives you the chance to think and to plan how you could behave differently, with support from staff.

#### **Formal warning**

- If you continue not to follow the behaviour policy after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the person running your activity.
- They will make a record about what happened and inform your parents or carers if appropriate. They will also talk with you about what happened and agree what support you need to improve your behaviour in the future.
- We might also decide that further steps should be taken, such as restricting you from taking part in some activities.
- At this point, we might need to talk with you and your parents or carers about other services that might be more able to give you the support you need.

#### **Suspension**

- If a final warning has not resulted in a change of behaviour, or if your behaviour is deemed very serious, YATI will suspend you from attending our sites and activities. This suspension may be temporary or permanent at YATI's discretion. If you are suspended, your parents or carers will be informed as appropriate.

#### **Child protection & Safeguarding procedures**

If any member of staff or volunteer becomes concerned that your behaviour suggests you might be in need of protection or that you might present a risk of harm to other children or yourself, they will follow our Safeguarding procedures. This might involve making a referral to the local authority and/or other necessary services.

If Safeguarding procedures are necessary, we will talk this through with you and your parents/guardians as soon as possible, unless doing so would put you in danger or interfere with a police investigation.

### **The role of parents, guardians and carers**

We see parents, guardians and carers as important in encouraging positive behaviour and will involve them as appropriate. We will always inform and involve your parents or carers if you receive a formal warning about your behaviour, unless doing so would put you in danger.

### **Key Staff**

Our Designated Safeguarding Leads are:

- Naomi Reading – Creative Outreach and Inclusion Officer – [naomi@yati.org.uk](mailto:naomi@yati.org.uk)

You can also report any concerns anonymously [here](#).

This policy was last reviewed and agreed by the Board of Trustees on 14th April 2025.

The policy will next be due for review in July 2026.