

Discipline Policy North Mymms Youth Project

Chair: **Ian Milton**

Objective

To ensure that all members are able to enjoy project activities safely and without interfering with the enjoyment of others

I. General

- This policy applies to all leaders, assistant leaders, helpers, members and other young people attending club project events.
- As a condition of joining the project, set out in the joining documentation, all members must confirm their agreement to behaving appropriately at project activities.
- All Leaders are expected to familiarise themselves with this document, follow the procedures outlined in it and ensure that relevant assistant leaders, helpers, and young people are aware of the policy.
- All Leaders are expected to discuss with the Management Committee or an appropriate officer any concerns that they have about maintaining discipline or complying with this policy.

3. Discipline

- The club's disciplinary approach is based on the following:
 - Members must show respect to supervising adults and young helpers and to each other
 - Members must follow instructions given by supervising adults or young helpers.
 - Members must comply with rules which have been made clear to them at club, and behave in line with common expectations of good behaviour
 - Members must not put themselves or others at risk as a result of inappropriate behaviour
 - Members must respect the buildings and equipment at venues we use.

4. Routine procedure

- If any member is behaving inappropriately, the supervising adult or young helper must tell them to stop, and will normally give the child a "warning". The adult / young helper must identify the name of the child concerned and pass this, along with the reasons for the warning, to the leader.
- Under any of the following circumstances, the involvement of a leader must be obtained immediately, if necessary by calling for support or by asking another helper or child to find and summon a leader:
 - A child is behaving in a way which is dangerous or compromises the ability of the adults present to manage the activity safely, and the child does not immediately respond to appropriate instructions
 - A child is refusing to co-operate after a warning is given

- A child's conduct has been deliberately destructive, has involved violence towards another child or adult, or in the opinion of the adult(s) present involves behaviour of an entirely unacceptable kind, including any behaviour which arouses safeguarding concerns, or involves discrimination or bullying towards another child
- A child has caused damage to equipment or a venue
- A child continues in any misbehaviour after two warnings have been given.
- In these exceptional cases, the leader will take whatever action is necessary to ensure the safety of all present and to underline to the child the necessity of appropriate behaviour. Sanctions will be applied at the discretion of the leader, bearing in mind the nature of the misbehaviour and that it will not, in the context of a busy meeting, be possible to undertake a detailed investigation or to provide intensive support to individuals. Normal sanctions may include but are not limited to:
 - Withdrawal of the child from a particular activity and restriction on which activities the child can undertake for the remainder of the meeting
 - Requirement of reparative action, eg clearing up a mess that has been made as a result of the misbehaviour
 - Brief "time out" under adult supervision
 - Request to the child's parent to attend and remove the child
 - Banning the child from the next meeting that they could otherwise attend.
- Parents will be informed of any significant misconduct or any sanctions (other than simple warnings) which have been applied to their child in the course of the project activity.

4. Procedure in exceptional circumstances

- Exceptionally, when the risks associated with an activity are particularly high, or where the nature of the activity requires a particularly high standard of behaviour from members, alternative disciplinary requirements may be put in place by a leader.
- In these cases, the alternative procedures will be carefully explained to those present, both adults and children, at the start of the activity, and will be enforced as explained.

5. Removing or banning a child

- If a decision is taken to ask a parent to remove a child, or if the child is to be banned, the incident will be reported after the meeting to the Chair and / or Safeguarding Children Officer, and a decision will be taken as to whether any further action or investigation is required.
- If the leader feels that a ban of longer than one week is required, or if the incident raises any wider concerns, the matter will be discussed before the next meeting with the Management Committee (by email if necessary) and a decision will be taken by the Chair. Any such decision will be communicated to the child's parents.
- It is the intention of the club to work constructively with children and parents to ensure that all views are heard, all children are treated fairly and that a high standard of conduct is actively promoted. Leaders will make themselves available to any child or adult who wishes to discuss any disciplinary issue or sanction or to make a complaint about how any incident has been handled. It will rarely be possible or appropriate for such contact to

take place in the course of a meeting. It will, however, normally be possible for an informal discussion to take place with a leader after an activity has finished and other children/parents have left. Alternatively, any parent or child can contact the Safeguarding Children Officer or the Chair to raise a concern or complaint. All concerns are given careful attention and if a complaint is made, a written response will be given at the earliest opportunity and certainly within four weeks.

Signed Ian Milton

Date 05/10/2024

Approved by Management Committee	2019
Latest review	September 2024
Next Review	September 2027