

Code of Conduct/Behaviour Policy

The Dalgarno Trust would like everyone who attends our Community Centre to enjoy the range of activities we have to offer, to learn, achieve and to have a good time.

One of our aims is for everyone to take responsibility for themselves, to develop positive social skills and build trusting relationships with staff and each other.

To do this, we need to have a Code of Conduct/Behaviour Policy. This will be for all of us- young people, staff and visitors- to act in an appropriate manner. The Dalgarno Trust will provide a safe environment for children, young people, visitors and staff no matter their background, age, ability, culture, gender or faith.

All people entering this building should be able to enjoy and participate in the activities provided without the fear of negative behaviour from anybody. It is important that we all adhere to (follow) the clear behavioural expectations. If, for whatever reason you do not understand these principles then please ask a member of staff to help you.

The following are examples of behaviour we promote and encourage:

- Respect for others- peers(friends), visitors and staff at the centre
- Respect for the property, resources and equipment
- Being a role model to others, giving encouragement and assistance when and if needed (helping out)
- General positive behaviour in and around the centre

Below are the examples of behaviour we would consider unacceptable at The Dalgarno Trust:

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

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

General Rules for the Dalgarno Trust

- Treat others as you would like to be treated
- Staff to lead by example
- Please respect each other's personal belongings and privacy
- Look after and respect your centre and the equipment
- No play-fighting as this tends to lead to more serious incidents
- Please throw your litter in the bins provided
- Please walk inside the building to avoid an accident
- Everyone should be treated equally and fairly
- Please remember fire exits are to be used in emergency only
- If you need to spit, please use the toilets and flush afterwards
- Everyone to try to use appropriate language
- We are ALL different, please respect each other- we will not tolerate any form of discrimination ie. racism, sexism, bullying
- This is a non-smoking building
- There is no fighting or threatening of violence in this centre
- Please do not bring drugs, alcohol or any type of weapon into the centre

The way we expect everyone to behave at all times. Following the procedures, if you break these, you may be asked to leave based on the seriousness of the situation.

These are serious. If you break them, you will be asked to leave immediately and may be banned for a period of time. There will be no warnings and depending on the seriousness we may have to contact the police/ and or parents if under 18 years.

*Procedure for dealing with negative behaviour for young people (see DYP behaviour Policy)

Review

The implementation of this policy must be review bi-annually to see what changes have resulted and analyse in detail failures and successes.

When the policy is implemented, it will ensure equality of access to employment in The Dalgarno Trust and equality of treatment once employed.

Signed: Conta Rowan Hamilton
Director

Date: February 2018

Review Date: February 2019