

The Dalgarno Trust Behaviour Code & Code of Conduct

Introduction

Making sure that everyone who visits The Dalgarno Trust can join in the diverse range of activities we provide is important. We strive to create an inclusive environment where everyone can learn, accomplish and have an enjoyable experience. All people entering our building should be able to enjoy and participate in the activities provided without the fear of negative behaviour. 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 make sure this can happen, we have this behaviour code that everyone at the centre must follow. This includes staff, volunteers, children, young people, parents and visitors. This policy ensures that everyone acts in a respectful and appropriate manner so that The Dalgarno Trust can provide a safe environment for everyone no matter their background, age, ability, culture, gender, or faith.

Our Behaviour Code aims to:

- Identify acceptable and unacceptable behaviour.
- Encourage cooperation, honesty, fairness and respect.
- Create an environment where individuals' self-esteem, self-respect and self-confidence can grow.
- Encourage everyone to recognise and respect the rights of others.
- Encourage everyone to take responsibility for their own behaviour.
- Help resolve conflicts and make it clear what will happen if you decide not to follow the code.

It is important that everyone follows the behavioural code. If you do not understand these principles then please ask a member of staff to help you. By using our centre and services you are agreeing to follow these rules.

Dalgarno Trust Behaviour Code – for everyone at the centre

1. Follow this behaviour code and comply with the law at all times.
2. You must sign in and out of the building for safety purposes.
3. Treat everyone at the centre equally, with respect, kindness, support and encouragement. Intimidation or abusive behaviour will not be tolerated.
4. Respect and value the differences among individuals. Discrimination based on race, sex, sexual orientation, disability or religion will not be tolerated.
5. Take responsibility for your own behaviour.
6. Contribute positively to The Dalgarno Trust community. Participate, have fun and communicate your ideas and suggestions.
7. Respect the personal belongings and privacy of others.
8. Take care of the centre and its equipment. Do not vandalise or damage the building.
9. Smoking and vaping is not permitted at the centre, including in the outdoor areas.
10. The use of drugs, alcohol, or any other behavioural altering and/or intoxicating substances is not permitted. Alcohol is permitted at private parties.

11. Weapons of any kind are prohibited.
12. Physical altercations, fighting or threats of violence are strictly prohibited.
13. Play-fighting is not allowed as it can lead to more serious incidents.
14. Dispose of litter in the bins provided.
15. Walk inside the building to avoid accidents.
16. Fire exits are for emergency use only.
17. If you need to spit, please use the toilet and flush afterwards.
18. Use appropriate language at all times.

Everyone is expected to follow these rules. If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave The Dalgarno Trust. More severe violations could lead to an immediate ban from the centre or a termination of employment/ volunteering. We might also make a report to statutory agencies such as the police and/or the local authority child protection services. If you become aware of any breaches of this code, you must report them to the Chief Executive. If necessary, follow our whistleblowing and safeguarding and child protection procedures as laid out in our safeguarding policy.

Behaviour Code for Adults Working with Children and Young People

If your role at The Dalgarno Trust involves working with children and young people, you are acting in a position of trust and authority and have a duty of care towards the children and young people at the centre. Young people will likely see you as a role model and you are expected to act appropriately.

You are responsible for:

1. Prioritising the welfare of children and young people
2. Providing a safe environment for children and young people including but not limited to;
 - a. ensuring equipment is used safely and for its intended purpose
 - b. having a good awareness of safeguarding issues and child protection and taking action when appropriate
3. Understanding and following our principles, policies and procedures including our policy for safeguarding and child protection, whistleblowing and health and safety.
4. Staying within the law at all times
5. Modelling good behaviour for children and young people to follow
6. Challenging all inappropriate behaviour and reporting any breaches of the behaviour code to the Youth Programme Coordinator.
7. Reporting all concerns about abusive or inappropriate behaviour displayed by an adult or child and directed at anybody of any age. Following our safeguarding and child protection procedures in all instances.

You should:

Respect children and young people

- Listen to and respect children, value and take children's contributions seriously, actively involving them in planning activities wherever possible.

- Respect a young person's right to personal privacy as far as possible. If you need to break confidentiality in order to follow child protection procedures it is important to explain this to the child or young person at the earliest opportunity.

Value and Promote Diversity and Inclusion:

- Treat children and young people fairly and without prejudice or discrimination.
- Understand that children and young people are individuals with individual needs.
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems and appreciate that all participants bring something valuable and different to the group/organisation
- Challenge discrimination and prejudice.

Display Appropriate Relationships:

- Promote relationships that are based on openness, honesty, trust and respect.
- Avoid showing favouritism.
- Be patient with others.
- Exercise caution when you are discussing sensitive issues with children or young people.
- Ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in.
- Ensure that whenever possible there is more than one adult present during activities with children and young people. If a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults. If a child specifically asks for some individual time with you, ensure other staff or volunteers know where you and the child are.
- Only provide personal care in an emergency and make sure there is more than one adult present if possible unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Inappropriate behaviour

When working with children and young people, you must not:

- Allow concerns or allegations to go unreported.
- Take unnecessary risks.
- Smoke, consume alcohol or use illegal substances at the centre.
- Develop inappropriate relationships with children and young people.
- Make inappropriate promises to children and young people.
- Engage in behaviour that is in any way abusive including having any form of sexual contact with a child or young person.
- Let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account.
- Act in a way that can be perceived as threatening or intrusive.
- Patronise or belittle children and young people.
- Make insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Procedure for dealing with a breach in the behaviour code by a young person

- The young person(s) will be taken aside for a first warning. For child protection and safety reasons, there should always be 2 members of staff present. If this is not possible, ensure the warning is made within earshot and sight of another staff member. Depending on the behaviour and situation the staff may not be able to wait and so should deal with it immediately but ensure they have the right staff support.
- The staff will listen to both sides of the complaint from the young person(s).
- We would encourage the young people to resolve their problems, where this is not possible staff will talk through the issue, offering alternatives to the negative behaviour displayed.
- The second procedure would be a 10-minute time-out period in the café area. The young person will be asked to sit on the bench to reflect on their behaviour and the situation. Depending on the young person's response, they can re-join the activities after this time. The young person at this point may be asked to go to a different activity if the staff member feels that they are not ready to go back to their original activity. Staff are to use their professional judgment.
- If the issues cannot be resolved and the behaviour is persistent, the young person(s) involved will be asked to leave, or their parents will be contacted to collect them. Depending on the severity of the situation the young person(s) will receive a ban from the centre.
- In certain cases, young people will have to attend one-to-one sessions for a set time period before being permitted to attend the generic sessions again.

Summary:

Children/Young people will receive a FIRST warning for their behaviour, the SECOND warning will be a time-out and depending on the young person's response they will be allowed to re-join the group. The THIRD will NOT be a warning. The young person will be asked to LEAVE the premises or their parents will be contacted to collect them. Depending on the seriousness of the situation, there may be no first or second warning given and staff will decide whether a young person is to leave the premises.

Exclusion/Banning:

It should first be made clear that The Dalgarno Trust would only use an exclusion or ban as a last resort. All available ways to deal with behaviour code breaches will be used before we exclude someone. It should also be made clear that if staff feel in any way that any person at the centre is in danger, they will call for assistance from the police.

The ban length will depend on the seriousness of the situation. The young person will be informed and to be allowed back into the centre they will be expected to devise a behaviour contract with staff to encourage positive behaviour, giving the person the opportunity they deserve.

Upholding this code of behaviour:

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you. If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave The Dalgarno Trust. We may also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to staff. Staff should report breaches of the code to the Chief Executive. If necessary, follow our whistleblowing and safeguarding and child protection procedures.

The implementation of this policy is reviewed bi-annually to see what changes have resulted and analyse failures and successes.

The policy ensures equality of access to The Dalgarno Trust, and equality of treatment.

A handwritten signature in black ink, consisting of several overlapping loops and curves, positioned to the left of the signature text.

Signed: Esmá Dukali
Chief Executive, The Dalgarno Trust
Date: September 2024
Review Date: September 2025

Reviewed by Nicola Vaz
Date: September 2024
Next review date: September 2025