

# Education **Futures Trust**

## Behaviour Policy and Guidelines

Date of review: May 2021  
Review date: May 2024  
Contact: Chief Executive, Education Futures Trust

**Our children. Our families. Our community.**

Registered Charity Number: 1146171      Company Number: 7852922  
Patron: Baroness Stedman Scott OBE

## **Behaviour at Education Futures Trust**

All trustees, staff, volunteers and participants at the Education Futures Trust shall adhere to the standards set down in this documentation.

### **Aims and Principles of the Policy**

It is a primary aim of Education Futures Trust that every member of the community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The behaviour policy is therefore designed to support the way in which all members of the charity can work together in a supportive way. It aims to promote an environment in which everyone feels happy, safe and secure.

The behaviour policy is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to progress. This policy supports the charity in aiming to allow everyone to work together in an effective and considerate way.

The charity expects every member of its community to behave in a considerate and respectful way towards others. We treat all fairly and apply this behaviour policy in a consistent way.

This policy aims to help everyone, especially children, to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the community.

The charity recognises and promotes good behaviour, as it believes that this will develop an ethos of kindness and cooperation. This policy is designed to encourage good behaviour, rather than merely deter anti-social behaviour.

The safety and welfare of the children, young people and vulnerable adults will be paramount

All staff will familiarise themselves with, and follow, school behaviour policies when working within a charity setting

Incidents should be recorded through the standard processes that can be found in the Health and Safety Policy.

A policy of confidentiality will govern the way in which information is given, and shared, between appropriate agencies. Informed consent will be obtained to the sharing of information, which will be governed by the Data Protection Act (1998), GDPR (2018), the Human Rights Act (1998).

The policy will be reviewed within the Policy Review guidelines.

### **Responsibility**

Behaviour Management is the responsibility of all staff at Education Futures Trust.

## **Role of the Chief Executive**

It is the responsibility of the Chief Executive to oversee the implementation of the behaviour policy consistently throughout the charity, and to report to trustees, when requested, on the effectiveness of the policy.

The Chief Executive supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.

## **The Role of the Charity's Staff**

All staff should provide a positive model of behaviour and ensure high expectations are made explicit to the service users.

It is the responsibility of staff to ensure that the charity's behaviour policy is followed and that groups and individuals behave in a responsible manner during sessions.

The staff member must be a role model for service users and treat all fairly, with respect and understanding.

The charity aims to support individuals who, for a variety of reasons, find their environment challenging. If an individual misbehaves repeatedly, the staff member should keep a record of all such incidents. In the first instance, the staff member deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the staff member seeks help and advice from their line manager, and if necessary the Chief Executive.

The staff member reports to parents and carers about the progress of children, in line with the needs of the project. The staff member may also contact a parent (after discussion with their line manager or the Chief Executive) if there are concerns about the behaviour or welfare of a child.

## **The Role of Parents and Carers**

The charity collaborates actively with parents and carers, so that children receive consistent messages about how to behave. We expect parents and carers to support their child's development and progression, and to cooperate with the charity.

## **Organisational Rules**

All participants should feel safe and be treated with respect.

## **Group Rules**

Staff should support groups to devise these at the beginning of any delivery. They are intended to be guidelines for the sort of behaviour the children and adults would like to see and they should focus on the positive rather than the negative.

Rules should be written up neatly and prominently displayed.

Rules should be revisited at the start of each session.

Education Futures Trust expects group rules to be followed to ensure a safe and positive environment and we review each situation on an individual basis.

## **Promoting Positive Behaviour**

We praise and reward children for good behaviour in a variety of ways:

- staff congratulate children;
- staff are able to use a variety of rewards to recognise success.

We expect participants to listen carefully to instructions. If they do not do so, we ask them either to move to a place nearer the staff member, or to sit in a safe place where they feel able to participate.

If behaviour is inappropriate then a verbal warning is given and the staff member should explain what is not acceptable.

The safety of participants is paramount in all situations. If behaviour endangers the safety of others, the staff member stops the activity and requests positive behaviour. It may be necessary to move the group to promote safety. The staff member may at this point seek further support from their line manager or another manager.

If a participant repeatedly acts in a way that disrupts or upsets others, the staff member will seek further support from their line manager or another manager. The charity may contact a parent or carer or responsible person to discuss the situation, with a view to improving the behaviour of the participant.

The charity does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all can attend charity free from fear.

Racist incidents will not be tolerated in any form.

## **Processes**

Staff should try to diffuse the situation and allow opportunities for a participants to calm down, reflect and/or continue to engage quietly.

Staff members should warn individuals quietly and verbally if their behaviour is inappropriate.

If the poor behaviour continues a second warning should be given.

If a participant is not calm and cooperative after some time then staff should consider the use of time-out.

If a participant continues to not behave reasonably after support, then contact should be made with the office and management support sought.

In cases of extreme violence, the police should be called.

## **Behaviour Monitoring**

The following systems are in place to monitor behaviour:

Participants who are involved in incidents will have the incident recorded in the log detailing the incident, the participant's response and action taken.

Serious incidents are recorded in an incident log in the charity's office.

## **Sanctions**

The charity will strive to ensure that all participants will be given a fresh start when attending a new session.

The charity does not wish to exclude any participant from the charity's activities, but sometimes this may be necessary, especially where the behaviour negatively affects others. When all reasonable strategies have been attempted and have failed. participants will be asked not to attend the charity's activities.

The most likely reasons for this are when participants:

- assault others;
- commit serious breaches of the Behaviour Policy

**May 2021**