



Behaviour Code for children and young people

Why I have a Behaviour Code:

This code of behaviour is there to make sure everyone who attends sessions with *Literary Learn*, knows what is expected of them and feels safe, respected and valued. *Literary Learn* must make sure that everyone taking part in the activities has seen, understood and agrees to follow the *Behaviour Code*, and that they understand what will happen if there is inappropriate behaviour.

I expect people who take part to display appropriate behaviour at all times. This includes behaviour that takes place outside the 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.

You should:

- Be supportive and kind to others;
- Be friendly;
- Listen to others;
- Be helpful;
- Have good manners;
- Treat everyone with respect;
- Take responsibility for your own behaviour;
- Talk to *staff* about anything that worries or concerns you;
- Follow this code of behaviour and other rules (including the law);
- Join in and have fun!;
- Dress in a sensible and respectful manner;

- Work on a desk or table in an open area, and within earshot/sight of a parent or guardian;
- Bring everything you need to every lesson: Pen/pencil/notebook/revision guides, past papers and homework;
- Complete the homework given (if necessary) for the next session.

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.

What happens if I do not follow the code of behaviour?

This code of behaviour is part of the process for making sure everyone who takes part gets the support they need. If you behave in a way that doesn't follow the behaviour code, I will remind you about it and ask you to change your behaviour. This gives you the chance to think about and to plan how you could behave differently, with my support.

Formal warning:

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning. I will make a record about what happened and inform your parents or carers if it is appropriate. I will also talk with you about what happened and agree what support you need to improve your behaviour in the future. I might also decide that further steps should be taken, such as restricting you from taking part in some activities.

Final warning:

If the support I have put in place isn't helping you to change your behaviour, I might need to give you a final warning. Again, this will be recorded and I'll inform your parents or carers as appropriate. At this point, I 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.

Child protection procedures:

If I become concerned that your behaviour suggests you might be in need of protection or that you might present a risk of harm to other children and young people, I will follow the child protection procedures. This might involve making a referral to the local authority. If child protection procedures are necessary I will talk this through with you and your parents as soon as possible, unless doing so would put you in danger or interfere with a police investigation.

The role of parents and carers:

I see parents and carers as important in encouraging positive behaviour and will involve them as appropriate. I 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.

Child: I _____ agree to the above terms and conditions.

Signed _____ Dated _____

Parent: I have read these terms and conditions with my child.

Signed _____ Dated _____