

# Youth Club Behaviour Policy

PO025



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**Version: 4**

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Priority Level: Red - within 1 year; Amber – within 2 years; Green - within 3 years	Red
Review Date:	<b>October 2026</b>
Whom applicable to:	All Youth Club staff and service users

**Approval of policy (including revisions if required)**

Name	Position	Signature (if required)	Policy Version No.	Date
Claire Penny	CEO	<i>ch.</i>	March 2019, V1	27.3.19
Claire Penny	CEO	<i>ch.</i>	V3	23.01.24
Claire Penny	CEO	<i>ch.</i>	V4	01.10.25

All policies are located in the Handbook, Policies & Standard Forms Zone of the intranet.

**Policy: Revision History and distribution**

Policy Version No.	Date – revision/distribution	Summary: Revisions and distribution	Updated by - initials
V2	19.01.23	Reviewed, no changes	DD
V3	23.01.23	Changed hubbubs to youth club in some areas where this had been missed	DD
V4	01.10.25	Proofread, updated and edited	PT

# Youth Club Behaviour Policy

## PURPOSE

The importance of positive and effective behavior strategies is to provide a safe environment to enable learning, growth and achievement and to promote children and young people's welfare, safety and enjoyment.

## AIMS

Our Behavior Policy aims to help service users to:

- Develop a sense of caring and respect for one another.
- Build caring and co-operative relationships with other participants and staff members.
- Develop a range of social skills and help them learn what constitutes acceptable behavior.
- Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

## BEHAVIOUR STRATEGIES

The manager and staff team will manage behaviour according to clear, consistent and positive strategies. All participants are encouraged to contribute to these strategies, raising any concerns or suggestions by discussing them with team members and the Social Action Hub Manager.

Behavior management in the Centre will be structured around the following principles:

- Building a positive relationship/rapport as soon as possible.
- Staff and participants will work together to establish a clear set of 'ground rules'. These will be periodically reviewed so that new participants have a say in how the rules of the Centre operate.
- The Centre's 'ground rules' will apply equally to all participants and staff.
- Positive behavior will be reinforced with praise and encouragement.
- Negative behavior will be challenged in a calm but assertive manner. In the first instance, staff will try to re-direct participant's energies by offering them alternative and positive options. Staff will be open to stating and explaining non-negotiable issues.
- When dealing with negative behavior, staff will always communicate in a clear, calm and positive manner.

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- Staff will make every effort to set a positive example to participants by behaving in a friendly and tolerant manner themselves, promoting an atmosphere where everyone respects and values one another.
- Staff will facilitate regular and open discussions with participants about their behaviour. This should offer participants the opportunity to understand the negative aspects of their behaviour and enable them to have their say and be helped to think through the causes and effects of their actions. This will come through planned activities around positive behavior and general discussions when the subject comes up through behavior or an event.
- Staff will work as a team by discussing incidents and resolving to act collectively and consistently.
- The team will have regular meetings (monthly) to discuss all aspects of work and future developments and more regularly if needed.
- Staff will try to discuss concerns with participants at the earliest possible opportunity to help identify the causes of negative behaviour and share strategies for dealing with it.
- Anyone who experiences bullying, discrimination or other unacceptable behaviour will be encouraged to speak out and it will be dealt with immediately.
- Staff will encourage and facilitate mediation between participants to try to resolve conflicts through discussion and negotiation.
- There will always be a variety of activities available as well as opportunities to direct future activities and session planning so that everyone has choice, in hope that participants will not be easily bored or distracted. If a session has unforeseen circumstances, there are online resources available for interim activities.

## DEALING WITH NEGATIVE BEHAVIOUR

When confronted with negative behaviour, staff will be clear to distinguish between 'disengaged', 'disruptive' and 'unacceptable' behavior.

'Disengaged' behaviour may indicate that the participant is bored, unsettled or unhappy. With sensitive interventions, participants will often be able to re-engage the individual in purposeful activity.

'Disruptive' behaviour describes a person whose behaviour prevents others from enjoying themselves. Staff will collectively discuss incidents and agree on the best way to deal with them (see 'three step warning system').

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'Unacceptable' behaviour refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction of equipment.

Children and young people will be clear that consequences will follow from such behavior and may even lead to asking the participants to leave that session or even for a longer period. Parents/carers may be contacted by telephone. parents/carers may be invited in for a meeting to discuss the incident and agree on a plan to move forward positively.

When an incidence of negative behaviour occurs, staff will listen to the participant concerned and hear their reasons for their actions. Staff will encourage the participant to identify how the situation could have been handled more appropriately, identify what was negative about their behaviour and that such actions have consequences for both themselves and for other people.

## SAFETY AND WELFARE

### **\*The main priority is to ensure safety for all!**

All behavioural issues and incidents are to be recorded on the daily evaluation sheets or, if necessary, on an Incident Report form.

If unacceptable behavior persists, more serious actions may have to be taken such as suspension – this should be avoided at all costs. At all times participants will have explained to them the potential consequences of their actions. Youth club sessions will take a holistic approach to unacceptable behavior.

Suspension from youth club will only occur if all other avenues have been exhausted and the policies and procedures around unacceptable behavior have all been met.

Before reaching this stage, staff will have used all possible non-physical actions, such as dialogue and diversion, to deal with the behavior.

We have a particular area available for interventions, Staff will allow time to relax to allow the participant to regain self-control.

If a member of staff has had to intervene physically to restrain a participant, the Manager and a Committee Member will be notified and the incident recorded on an Incident Report and kept on file. The incident will be discussed with the participants at the earliest possible opportunity and parents/carers. We work with unacceptable behaviour and have a policy that physical behaviour or any acts of violence will not be accepted at youth club sessions.

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If a staff member commits any act of violence or abuse towards a participant at the Centre, serious disciplinary action will be implemented, according to the provisions of the Staff Disciplinary Procedures Policy.