

All Saints Youth Project

Behaviour Management Guidelines

In line with the 'Creating a Safe Environment Guidelines' and our general Behaviour Management policy, this policy is to give guidance to staff and volunteers on managing their own behaviour and that of young people, and on ways to encourage a positive environment. We should do this by rewarding good behaviour and challenging unacceptable behaviour.

There are other policies that relate to this including:

Equal Opportunities
Alcohol and drugs
Complaints
Mentoring guidelines
Behaviour Management policy

It is not permissible for volunteers to shout, threaten, hit, physically restrain (unless it is to secure the safety of a young person where they are at risk of causing themselves harm or others serious harm), swear at, use aggressive or abusive language or bully any young person.

Staff and volunteers have the right to work with out fear of violence or abuse. You must not put yourself in unsafe situations. If you feel unsafe or threatened then you should call on someone else for support, this may include the police. Any such incidents should be reported

If a young person is behaving inappropriately, the young person should always be informed first that their behaviour is unacceptable and told of the likely consequences if they continue.

Where a young person over steps the boundaries of expected behaviour within All Saints Youth Project, dependant on the seriousness of the misbehaviour, one of the following can be used to highlight the inappropriate behaviour:

- Explaining inappropriate behaviour (away from other young people)
- Stop them from using a game/activity/piece of equipment
- Exclude them from a trip or special event
- Put them on a contract (only to be done in agreement with the Project Development Worker)
- Exclude for a set period from project (only to be done in agreement with the project Co-ordinator and in extreme circumstances)

If you are directly threatened you must take this seriously and report it to the worker in charge and it should be recorded

It is often too easy to see and act only on inappropriate behaviour, we must also respond to the positive behaviour the majority of young people display most of the time. It is important to recognise good behaviour, which can be done through the following methods:

- Thanks/praise
- Public praise
- Recognition of good behaviour/work
- Certificates
- Prizes

Through positive regard we can work to build up young people's self-confidence and self-worth. Try and give a positive/supportive remark for every young person at least once a session.

Lone working

Staff and volunteers should not be working alone in a building if young people are on site.

If you are working alone in a room with a young person you should inform others in the building.

You should always have access to a phone.

If you are working alone at night you should keep the outer doors locked and only answer them if you know who is there.

If you are working on a one-to-one basis with a service user you should:

- Ensure they are happy with this
- Have clear access to the exit
- Have a phone available
- Ensure other staff/volunteers know where you are
- If possible leave the door open

Offensive Weapons Policy

It is an arrestable offence for any person to carry an offensive weapon or knife. It is not an offence to carry a folding pocket knife. In the interests of the safety and security of all All Saints users and staff, the carrying of weapons and knives of any shape or size is **STRICTLY FORBIDDEN** on our premises. By weapon we take to mean any article that could be used to injure someone and serves no purpose in the Centre's context.

Staff Involvement where a weapon is suspected:

If a person is brandishing a weapon or knife in an aggressive manner, every attempt should be made to evacuate others from that area. Under no circumstances should a member of staff confront the offending person nor in any way put him or her at risk. The police should be called as a matter of urgency.

If a person is suspected of having a weapon or blade in their possession, a manager/leader should be alerted immediately.

As a general rule, the police should be called to deal with any incident believed to involve an offensive weapon.

If, in the judgement of the most senior member of staff available, the circumstances would appear to be innocent and there is no evidence of the use of the article as a weapon, the matter can be dealt with on a disciplinary basis. If there is any doubt, then the police should be called.

Where possible, staff should not confront a person suspected of possessing an offensive weapon in the presence of other users. Preferably two or more members of staff should divert the person to a place where no other users are present. Alternatively, other users should be removed from the area.

Where there is reasonable belief that a person may be carrying an offensive weapon or blade, it might be appropriate for a person, if they are calm and relaxed and have agreed to co-operate, to be asked to empty his or her own pockets/bag. This must be in the presence of another member of staff. If there remains a concern that the person may have hidden a weapon on his/her person or somewhere on the premises, then further advice should be sought from the police. The carrying of an offensive weapon places the person at risk of permanent exclusion from our premises.

Where the person declines to co-operate, the police should always be contacted and advice sought.

Confiscated weapons or knives:

If a member of staff takes possession of a knife or other weapon brought onto our premises, the item should be immediately taken to a manager/leader who will secure it in a locked cupboard and:

- a) Arrange without delay to surrender it to the police (if the weapon contravenes the Offensive Weapons Act 1996)
- b) Arrange for it to be taken away by the parent/guardian of the person. A record should be made that the item has been returned to the parent/guardian.

(N.B: Weapons such as flick knives, knuckle-dusters etc. that are per se offensive should NOT be returned under any circumstances).

Arrest on All Saints premises:

Unless the circumstances make it unavoidable, it is preferable for police officers to avoid making arrests on our premises. If it proves necessary, it should be done with the co-operation of the Centre and as discretely as possible.

NB: If an item that could be construed as a weapon is required for a particular activity, then this must be with prior consultation and agreement with the

manager/leader. The manager/leader should ensure the item is kept in a secure place.

In our policies:

- 'All Saints organisations' refers to the 5 members of the All Saints family
- 'Board' refers to the Boards, committees or legal entities that govern those All Saints organisation.
- 'Manager/leader' refers to people who are in charge of various activities across the All Saints organisations. They may be paid staff or volunteer

Policy Review Dates

Policy reviews to be carried out by representatives of All Saints Parish Church, All Saints Community Development Company, All Saints Community Projects, All Saints Community Catering, The Robin Centre

Name of Policy.....

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