

Behaviour Policy

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1. Introduction

National Youth Ballet is built upon principles of mutual respect, care and support. We encourage all students to behave in a way that is aligned with our core values;

Safe	We champion healthy and sustainable practice.
Nurturing	We contribute to a mutually positive and nurturing experience.
Respectful	We are respectful of each other, and show this in our interactions with everyone; both online and in person.
Inclusive	We value diversity and proactively seek to create an inclusive environment for all stakeholders.
Communal	We are a community and we grow from our shared experience.
Creativity and Artistry	At our core we are creative and collaborate in our creative process.
Challenging	We challenge perceptions about what ballet is and conventions about who ballet is for.
Quality	We work hard to create high quality educational and dance experiences.

2. Purpose

The purpose of this policy is to outline behavioural expectations for participants in National Youth Ballet activities.

3. Aims

The aims of this policy are to:

- i. Promote and safeguard the welfare of all our student members.
- ii. Provide an orderly environment that supports artistic teaching and learning and enables students to make good progress according to their ability.
- iii. Promote good behaviour, self-discipline and respect.
- iv. Provide an appropriate structure of rules, sanctions and rewards which are fairly and consistently applied.
- v. Prevent discrimination of any kind including race, gender, disability, sexual orientation, nationality, religion or any other factor.
- vi. Ensure that staff / volunteers consider whether a behaviour which may come under review gives cause to suspect that a student is suffering, or is likely to suffer significant harm. In such a case, National Youth Ballet will follow the guidelines set out in its Safeguarding Policy.

4. Expectations

Students - In order to create the best possible learning environment we expect that all students will;

- i. arrive on time for scheduled activities

- ii. listen attentively to instructors and to participants
- iii. be respectful to all members of the community
- iv. take care of themselves and others - report any injury
- v. behave as excellent ambassadors for National Youth Ballet in all environments including online, on theatre trips, in residential activity and workshop activities
- vi. refrain from the use of phones / devices in sessions unless explicitly requested to by the instructor.

Staff - staff will;

- i. treat students with respect
- ii. recognise and work with the different abilities within the group
- iii. promote an inclusive and collaborative environment that allows students to achieve their best
- iv. be responsible for creating a safe environment
- v. promote an environment of positive behaviour management.

5. Rewards

Staff will seek to recognise and reward good behaviour and acts of kindness, which make a positive contribution to the shared life and activities of National Youth Ballet.

6. Sanctions

Wherever possible we try to encourage students to make the right choices, however in some instances sanctions will be necessary.

In the instance of conflict between students we initially take a restorative approach, and ask those involved to reflect together on the incident, their behaviour and the impact that it has had on those involved.

Where sanctions are necessary, these will be applied fairly and consistently and will be appropriate to the behaviour in terms of severity and duration. We use sanctions to help students learn that their actions have consequences and to deter further poor behaviour.

Sanctions may include the following;

- i. A discussion about areas of concern with a member of staff at a suitable time, such as the beginning or end of a lesson or rehearsal
- ii. A phone call home to discuss behaviour with parents
- iii. Removal from the activity for a short period to reflect on their behaviour

7. Formal Sanctions

In more serious cases, the Creative Director or General Manager will be involved. The Creative Director or General Manager will hold a discussion with the student(s) concerned. The purpose of the conversation is to fact find. If possible students will be asked to provide a written 'statement' of events as soon after an incident has occurred as is practicable.

All serious disciplinary incidents will be dealt with as soon as it is possible to do so and once all appropriate background information can be ascertained.

Students will be accompanied and supported to any meeting by another member of the NYB team.

Parents are not invited to these meetings, but may request a separate meeting with the senior member of staff managing the incident.

A record of all serious behaviour incidents will be kept on file.

Parents will be informed when a formal sanction has to be put in place.

Formal sanctions may include:

- i. Withdrawal from artistic class, for a fixed period, may be used when a student's behaviour has been unacceptable, or where there has been a repeated behavioural concern. A record of withdrawal will be kept.
- ii. Formal written warning stating the consequences if there is any repetition of the behaviour.
- iii. Final Warning, which means that any repetition of the offence or any other serious breach of National Youth Ballet regulations may lead to permanent exclusion. A student may be liable to permanent exclusion at the discretion of the Creative Director.
- iv. Removal from the National Youth Ballet activity in question (See section 8)
- v. Students may be prevented from attending future events.

For sanctions related to residential activity please refer to appendix 2: Residential Code of Conduct.

8. Exclusion

In some instances students will be immediately excluded. This includes but is not limited to;

- i) the misuse of alcohol or drugs
- ii) smoking / vaping under the age of 18
- iii) repeated smoking / vaping in areas of no smoking (for those students over 18 years of age).
- iv) Serious bullying
- v) cheating / plagiarism
- vi) disruptive or provocative behaviour

Where there is evidence that a criminal act may have occurred, National Youth Ballet is likely to involve the Police (e.g. drugs, weapons, theft, assault, peer abuse and cyber bullying). In such situations we will make all reasonable efforts to keep parents and guardians informed.

9. Use of Reasonable Force

By creating strong and positive relationships with students, we endeavour to avoid situations arising in which the use of force is necessary. NYB team members will always seek to de-escalate incidents as they arise. Force will only be used as a last resort if a child or adult is at risk from another child displaying potentially harmful, dangerous or threatening behaviour. The use of force should always be reasonable in the circumstances. Prior to using force staff will give a clear oral warning that force may need to be used.

Definitions

The term '**use of force**' covers the broad range of strategies that involve a degree of physical power to prevent students from hurting themselves or others, damaging property or causing disorder. The range stretches from leading a student to safety by the hand or arm, a control measure such as standing between pupils or blocking a student's path, through to extreme circumstances where a student needs to be restrained to prevent violence or injury. Force is never used as a disciplinary measure or in a way that would deliberately cause damage or injury.

'Reasonable in the circumstances' means using no more force than is needed.

'Control' means either passive physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of a classroom.

'Restraint' means to hold back physically or to bring a student under control. It is typically used in more extreme circumstances, for example when two students are fighting and refuse to separate without physical intervention. Restraint may involve blocking the path of students, positioning oneself between students, touching, holding, pushing, pulling or leading a student by the arm or shepherding a student away by placing a hand in the centre of the back.

Recording Incidents

Any incidents necessitating the reasonable use of force will be written up by all NYB team members present as soon as possible after the incident has occurred using the incident form (Appendix 3). Reports must be submitted to the General Manager no later than 24 hours after the incident has occurred. The General Manager will review all such cases and report to the Chair of the Board of Trustees and the DSL (if this role is not fulfilled by the General Manager). Records of the incident will be held in the secure section of the google drive.

Any injuries sustained should be recorded in accordance with NYB procedures (refer to First Aid Policy).

Parents must be notified. The General Manager should contact parents as soon as possible by phone and subsequently email with the details of the incident as well as the Behaviour Policy.

Any complaints arising from incidents involving the use of reasonable force should be dealt with using the Complaints Policy.

<https://www.firstforeducation.co.uk/wp-content/uploads/2015/10/Use-of-force1.pdf>

10. Malicious Accusations Against Individual Staff, Volunteers and or National Youth Ballet

Any student and/or company member found to have made a malicious allegation against a member of staff or volunteer will be excluded. The exclusion may be temporary or permanent.

11. Links to other policies

Safeguarding Policy
Code of Conduct - General
Code of Conduct - Residential
Complaints Policy
Physical Contact in Dance Policy
First Aid Policy

Appendix 1: Student Code of Conduct (General)

Safe	We champion healthy and sustainable practice.
Nurturing	We contribute to a mutually positive and nurturing experience.
Respectful	We are respectful of each other, and show this in our interactions with everyone; both online and also in person.
Inclusive	We value diversity and proactively seek to create an inclusive environment for all stakeholders.
Communal	We are a community and we grow from our shared experience.
Creativity and Artistry	At our core we are creative and collaborate in our creative process.
Challenging	We challenge perceptions about what ballet is and conventions about who ballet is for.
Quality	We work hard to create high quality educational and dance experiences.

1. Students should uphold the NYB values.
2. Students must always follow National Youth Ballet’s instructions and guidance on health and safety.
3. The highest standards of behaviour are expected from all members of National Youth Ballet.
4. Students are expected to be punctual for all classes, rehearsals and performances.
5. Hair should always be neat and tidy and appropriate for all classes, rehearsals and performances.
6. The use of offensive, abusive language and swear words is unacceptable at all times.
7. Bullying (including cyber bullying) is a serious matter and is always unacceptable.
8. Students are expected to and to show respect and consideration for other students, staff and visitors to National Youth Ballet.
9. Smoking and vaping under the age of 18 (including the use of electronic cigarettes and other such items) is not permitted.
10. The use of alcohol or drugs is not permitted.
11. Students must sign in and out when arriving at or leaving National Youth Ballet premises (i.e. venues for Summer School, performances, etc.) if over the age of 16 only. Younger children should not leave the premises.
12. Student members are not permitted to use phones / electronic devices in class unless they have the explicit permission of the instructor. All electronic equipment should be handed in to staff if requested. An example of this is during rehearsals at theatres.

Appendix 2: Student Code of Conduct (Residential)

1. Students are expected to respect the National Youth Ballet environment by keeping personal and communal areas clean and tidy and by disposing of rubbish in the bins provided. It is also very important that student members keep their dorm areas clean and tidy at all times.
2. Door Codes are an important security measure and they must never be given out to other groups, parents or visitors.
3. Students should queue in an orderly manner at the dining hall. It must be left tidy after use and food should not be removed without permission.
4. Students should not engage in a physical relationship with another student. Any concerns or worries about this should be addressed to staff in confidence.
5. Student members under the age of 14 must hand all electronic equipment to staff at bedtime.
6. Mobile phones and electronic devices must be switched off and not used during the artistic lessons, unless teaching staff have indicated that they will be needed for a specific purpose.
7. Students should not go into areas which are out of bounds. Children should never leave the site being used by National Youth Ballet without the permission of staff. Children over the age of 16 can sign out after classes but must be back in their dorm by 9pm. This is with prior written permission from their parents.

House Sanctions

When a student's behaviour falls below expectations in the residential areas or rules are broken, the House Parent will take appropriate action and inform the Head of Pastoral Care. This could include a loss of free time and structured activity put in its place such as additional orderly duties in the residential area including tidying the common rooms, kitchen duties and other community-based tasks. The House Parents will record these sanctions and the Head of Pastoral care will be informed. In the case of the behaviour being classed as severe, the Creative Director will be informed.

**Appendix 3
Incident Record Form**

Details of student on whom force was used:
Date, Time and Location of the Incident:
Names of staff involved (directly or as witnesses):
Details of students involved:
Description of incident by the staff involved, including any attempts to de-escalate and warnings given that force might be used
Reason for using force and description of force used
Any injury suffered by staff or pupils and any first aid and/or medical attention required
Reasons for making a record of this incident
Follow up, including post-incident support and any disciplinary action against pupils
Any information about incident shared with staff not involved in it and external agencies
When and how those with parental responsibility were informed about the incident and any views they have expressed
Has any complaint been lodged (details should not be recorded here)?
Report compiled by

Name and role
Date
Report countersigned by
Name and role
Date
Please note: The names of students should be removed before the completed form is sent to parents and the names of members of staff should only be included with their consent.