

# Behaviour Policy 2024/2025

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## 1. Introduction

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

NYB 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.
Creative	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.
Sustainable	We acknowledge that there is a climate emergency. We are action-oriented and committed to using our influence, resources, and skills to be a positive force for change.
Exceptional	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 behaviour policy are to:

1. identify acceptable and unacceptable behaviour
2. encourage cooperation, honesty, fairness and respect
3. create an environment where self-esteem, self-respect and self-confidence will grow
4. Encourage participants to recognise and respect the rights of others
5. encourage participants to take responsibility for their own behaviour

6. help resolve conflicts and make it clear what will happen if a participant decides not to follow the code using an appropriate structure of rules, sanctions and rewards which are fairly and consistently applied
7. prevent discrimination of any kind including race, gender, disability, sexual orientation, nationality, religion or any other factor
8. promote and safeguard the welfare of all our NYB participants
9. promote an environment that supports artistic teaching and learning and enables participants to make good progress
10. ensure that staff / volunteers consider whether a behaviour which may come under review gives cause to suspect that a participant 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. General Do's and Don'ts**

In order to create the best possible learning environment we expect that all participants will:

1. be supportive and kind to others
2. be friendly
3. listen to others
4. be helpful
5. be polite
6. be respectful to all members of the NYB community
7. take responsibility for their own behaviour
8. talk to a member of the NYB team about anything that worries or concerns them
9. behave as excellent ambassadors for National Youth Ballet in all environments including online, on theatre trips, in residential activity and workshop activities
10. arrive on time for scheduled activities
11. listen attentively to instructors and to fellow participants
12. take care of themselves and others - report any injury
13. refrain from the use of phones / devices in sessions unless explicitly requested to by the instructor
14. follow this code of behaviour and other rules (including the law)

Participants shouldn't:

1. be disrespectful to anyone else
2. bully other people (online or offline)
3. behave in a way that could be intimidating
4. be abusive towards anyone.

Staff will:

1. follow the Code of Conduct for staff and volunteers
2. treat young people with respect
3. recognise and work with the different abilities within the group
4. promote an inclusive and collaborative environment that allows participants to achieve their best
5. be responsible for creating a safe environment

6. promote an environment of positive behaviour management.

#### **5. Rewards**

The NYB team 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**

We always encourage participants to make the right choices, and reward good behaviours. However in some instances sanctions may be necessary.

If a participant behaves in a way that doesn't follow the behaviour code, the NYB team or volunteers will remind the participant about it and ask them to change their behaviour. This gives them the chance to think and to plan how they could behave differently, with support from the team and/or volunteers.

In the first instance of conflict between participants 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.

#### **7. Sanctions / Formal Warning / Final Warning**

If a participant continues not to follow the code of behaviour after their first reminder, or if their behaviour is more serious, they will be given a formal warning by the person running the activity stating the consequences if there is any repetition of the behaviour. NYB will make a written record of what happened and inform the participant's parents/carers if it is appropriate. The NYB team will also talk with the participant about what happened and agree what support the participant might need to improve behaviour in the future.

In discussion with the activity leader / Creative / Artistic Director, NYB might also decide that further steps should be taken. Where sanctions are necessary, these will be applied fairly and consistently and will be appropriate to the behaviour. First stage sanctions may include the following;

- 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
- a phone call home to discuss behaviour with parents/ carers as appropriate
- removal from the activity for a short period to reflect on behaviour
- formal written first warning stating the consequences if there is any repetition of the behaviour.

#### **Final warning**

If the support NYB has put in place is not helping the participant to change their behaviour, NYB might need to give the participant a final warning stating that any repetition of the offence or any other serious breach of National Youth Ballet regulations may mean that the participant is at this stage liable to permanent exclusion at the discretion of the CEO. NYB will make a written

record and will inform the participant's parents/carers as appropriate. NYB might also need to talk with the participant and their parents/carers about other services that might be more able to provide additional support as needed.

The Creative Director / Artistic Director will hold a discussion with the participant(s) concerned. The purpose of the conversation is to fact find. If possible, participants will also be asked to provide a written 'statement' of events as soon after an incident has occurred as is practicable. NYB might also decide that further steps should be taken. Where further sanctions are necessary, these will be applied fairly and consistently and will be appropriate to the behaviour. Second stage formal sanctions may include:

- withdrawal from artistic class, for a fixed period, when a participant's behaviour has been unacceptable, or where there has been a repeated behavioural concern. A record of withdrawal will be kept
- formal written Final Warning, stating that any repetition of the offence or any other serious breach of National Youth Ballet regulations may lead to permanent exclusion. A participant may at this stage be liable to permanent exclusion at the discretion of the CEO
- removal from the National Youth Ballet activity in question (See section 8)
- participants may be prevented from attending future events.

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. In the most serious cases, the Chief Executive will be involved.

Participants will be accompanied to any formal NYB meeting and supported by another member of the NYB team. Parents are not usually invited to these meetings, but may request a separate meeting with the senior NYB member of staff managing the incident. A record of all serious behaviour incidents will be kept on file.

For sanctions related to residential activity please also refer to the Code of Conduct and Residential Rules.

## **8. Exclusion**

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

- i) the use of alcohol or drugs
- ii) smoking / vaping under the age of 18
- iii) repeated smoking / vaping in areas of no smoking (for those participants over 18 years of age)
- iv) serious bullying
- v) 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, child-on-child abuse and cyber bullying). In such situations NYB will make all reasonable efforts to keep parents / carers informed.

## **9. The role of parents and carers**

NYB sees parents/carers as important in encouraging positive behaviour and will involve them as appropriate. NYB will always inform and involve a participant's parents/carers if they receive a formal first or final warning about their behaviour, unless doing so would put the participant in danger.

## **10. Use of Reasonable Force**

By creating strong and positive relationships with participants, NYB endeavours to avoid situations arising in which the use of force may be necessary. NYB team members will always seek to de-escalate incidents as they arise. Force will only ever be used as a very last resort if a child or adult is at risk of harm 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.

## **11. Definitions**

The term **'use of force'** covers the broad range of strategies that involve a degree of physical power to prevent participants from hurting themselves or others, damaging property or causing disorder. The range stretches from leading a participant to safety by the hand or arm, a control measure such as standing between pupils or blocking a participant's path, through to extreme circumstances where a participant 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 participants or blocking a participant's path, or active physical contact such as leading a participant by the arm out of a classroom.

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

## **12. 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 2). Reports must be submitted to the CEO no later than 24 hours after the incident has occurred. The CEO 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 CEO). Records of the incident will be stored securely in the google drive.

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

Parents must be notified. The CEO or Creative / Artistic Director 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>

### **13. Malicious Accusations Against Individual Staff, Volunteers and or National Youth Ballet**

Any participant 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.

### **14. Links to other policies**

Safeguarding Policy  
Social Media Policy  
Code of Conduct for staff and volunteers  
Complaints Policy  
Physical Contact in Dance Policy  
First Aid Policy  
Code of Conduct and Residential Rules

This policy was prepared using NSPCC guidelines

<https://learning.nspcc.org.uk/media/1595/behaviour-code-children.pdf>

**Appendix 1: Participant Code of Conduct**

**General**

1. please uphold the NYB values
2. follow NYB's instructions and guidance on health and safety and report any injury or any accidents to a member of the support team as soon as possible so that they can support you
3. as in the professional world, please be punctual for all classes, rehearsals and performances
4. please listen attentively to teachers and to fellow participants
5. please ensure hair is tidy and appropriate for all classes, rehearsals and performances
6. please model good behaviour and avoid offensive language and swear words at all times
7. bullying (including cyber bullying) is a serious matter and always unacceptable
8. smoking (including the use of e-cigarettes, vapes and other such items) and the use of alcohol or drugs are strictly prohibited. NYB is an alcohol and drug free zone
9. please hand all electronic equipment to staff when requested. This could include tablets or mobile phones. An example of this is during rehearsals and/or at performances at theatres.
10. participants are not permitted to leave during the day.
11. please always be respectful and kind to all members of the NYB community.



**Appendix 2**  
**Incident Record Form**

Details of participant on whom force was used:
Date, time and location of the incident:
Names of staff involved (directly or as witnesses):
Details of participants 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 participants
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 participants 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.