



CYTO Behaviour Code for Children and Young People

Why we have a behaviour code

This code of behaviour is there to make sure **everyone who takes part in CYTO's activities knows what is expected of them and feels safe**, respected and valued.

CYTO must make sure that **everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour**, and that they understand what will happen if there is inappropriate behaviour.

We expect people who take part in our activities to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

This code of behaviour aims to:

- 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
- identify acceptable and unacceptable behaviour

Dos and don'ts for children and young people

You should:

- be supportive and kind to others
- be friendly
- listen to others
- be helpful
- have good manners
- treat everyone and their property with respect

- take care of CYTO's building and resources
- follow reasonable instructions promptly
- be punctual and reliable
- take responsibility for your own behaviour
- talk to an adult about anything that worries or concerns you
- follow this code of behaviour and other rules (including the law)
- join in and have fun!

You shouldn't:

- be disrespectful to anyone else
- bully other people in person or online
- behave in a way that could be intimidating
- be abusive towards anyone
- use your phone at an inappropriate time (e.g. during a workshop, rehearsal or changing)

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

Managing behaviour is always dealt with on a case-by-case basis.

Strike 1: If you behave in a way that doesn't follow our behaviour code, our staff or volunteers will remind you about it and ask you to change your behaviour.

This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

Strike 2: Leaders may **apply sanctions for poor behaviour** e.g. a time out, restricting your activities, asking you to leave the session after contacting your parent, carer or guardian.

Strike 3: In the case of extremely abusive behaviour **you may be asked to leave CYTO altogether.**

Child protection procedures

If any member of staff or volunteer becomes concerned that your behaviour suggests that you might present a risk of harm to other children and young people, or that you might be in need of protection, they will follow our child protection procedures. This might involve making a referral to the local authority.

If child protection procedures are necessary, we will talk this through with you and your parents, carers, or guardians, as soon as possible, unless doing so would put you in danger or interfere with a police investigation.

The role of parents and carers

We see parents, carers and guardians as important partners in encouraging positive behaviour and will involve them as appropriate.

We will always inform and involve your parents, carers, or guardians if you receive a formal warning about your behaviour, unless doing so would put you in danger.



Behaviour Code for Staff and Volunteers Working with Children and Young People at CYTO

The purpose and scope of behaviour code

This behaviour code outlines the conduct that CYTO expects from all our staff and volunteers. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code is there to help us protect children and young people from abuse. It has been informed by the views of children and young people.

CYTO is responsible for making sure **everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour**, and that they understand the consequences of inappropriate behaviour.

The role of staff and volunteers

In your role at CYTO you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Responsibility of staff and volunteers

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
 - ensuring equipment is used safely and for its intended purpose
 - having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures
 - including our policies and procedures for safeguarding and child protection, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all inappropriate behaviour and reporting any breaches of the behaviour code
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
 - this includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

Respecting children and young people

You should:

- respect children and young people at all times and ensure that they are listened to
- value and take children and young people's contributions seriously, actively involving them in planning activities wherever possible
- respect a child or young person's right to personal privacy as far as possible
- if you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

Diversity and inclusion

You should:

- treat children and young people fairly and without prejudice or discrimination

- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Appropriate relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid showing favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people
 - if a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults
 - if a child or young person specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are
- only provide personal care in an emergency and make sure there is more than one adult present if possible
 - unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Inappropriate behaviour

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people

- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive
 - including having any form of sexual contact with a child or young person
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave CYTO. We might also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

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