

CYM Saturday Centre



Code of conduct based on mutual respect

Respect yourself

Keep yourself safe and act in a way you would expect of others

Respect others

Respect the rights of other people, including the right to be different or hold different values and opinions. Everyone should be treated equally

Guidelines for centres

- **Have fun**
- **Be friendly**
- **Be helpful**
- **Take part**

Rules for your safety and well-being

- **Follow instructions from CMA staff**
- **Do not wilfully disrupt rehearsals**
- **Look after the equipment**
- **No phones in rehearsals**
- **Food and drink must be consumed in the dining area only**
- **Tidy up after yourself**
- **Do not run inside the buildings**
- **Do not leave the building without a letter of permission**
- **Do not let strangers into the building**
- **No level of bad language, threatening behaviour or violence is acceptable**
- **Bullying (whether witnessed or suspected) must be reported to a member of CMA staff immediately**

Serious or repeat infringements of CMA rules will be escalated to the Heads of Centre or the Head of CMA who will decide whether further action need be taken, in consultation with parents/ carers.

Safeguarding: Please report your concerns to **any member of CMA staff.**

Designated safeguarding leads for CMA are:

Graeme Smith: Graeme.smith@croydon.gov.uk

Izzy Fixter: Isabel.fixter@croydon.gov.uk

Sanction ladder:

Levels of sanction: **Signal, Word, Warning, Escalation, Exclusion**

Teachers will treat all students equally. The following sanctions should be given in order, especially for low level infringements, moving down the list for repeat offences. More serious incidents of unacceptable behaviour may warrant a teacher employing a higher level sanction at their discretion. Incidents of physical abuse against a student, member of staff, or property will be escalated immediately.

Signal: The teacher gives non-verbal indication to the student that something is not appropriate.

Word: The teacher gives a clear verbal instruction directly to the student clarifying the behaviour that is not acceptable and advising on what needs to be done to correct it.

Warning: This is for a repeat infringement or a more serious incident, at the discretion of the teacher. The student is told what they are doing is unacceptable and a repeat occurrence will result in an escalation to the Head of Centre, or Head of CMA.

Escalation: Following a warning there has been a repeat of the unacceptable behaviour OR the incident is sufficient to warrant immediate escalation (for example abuse towards another student or member of staff). The Head of Centre or Head of CMA will speak to the student in person explaining what they have done and that they will be contacting a parent or guardian.

Exclusion: At the discretion of the Head of Centre, following a discussion with the Head of CMA and a meeting with the parent or guardian, a student may be excluded from CMA activity. Options include, but are not limited to, missing one week, one term, a year, or permanent exclusion from a group, centre or all CMA activities.