



POSITIVE BEHAVIOUR POLICY

It is the primary aim of Fighting Words that every person in the centre including participants (both children and adults), volunteer writing tutors, staff, teachers and parents, is respected and is treated fairly and well. The Fighting Words Positive Behaviour Policy is therefore designed to support this aim.

1. At Fighting Words, we aim is to ensure that the individuality of each participant is accommodated while acknowledging the right of each participant to take part in our programmes in a disruption-free environment based on mutual respect.
2. Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the centre. Our policies offer a framework within which positive techniques of motivation and encouragement are used by the volunteers and staff.
3. Fighting Words recognises the variety of differences that exist between participants and the need to accommodate these differences.
4. It is agreed that a high standard of behaviour requires a strong sense of community and a high level of co-operation between volunteer tutors, staff, participants (both adults and children), teachers and parents.
5. The rules are kept to a minimum and are positively stated in terms of what behaviour is most conducive to maintaining the creative and respectful culture at Fighting Words.

6. All efforts will be made to match the programmes and activities to the abilities, aptitudes and interests of each participant. Fighting Words requests that management are advised of the special needs requirements of any participant attending a Fighting Words programme prior to arrival.
7. The overall responsibility for managing behaviour within Fighting Words rests with the Board of Directors. Staff members have responsibility for the maintenance of discipline for particular sessions, while sharing a common responsibility for good order within the Fighting Words premises.
8. The following strategies may be used to show disapproval of serious misbehaviour:
 - (a) Reasoning with the participant
 - (b) Exclusion from the centre
9. Staff members will keep a written record of all instances of serious misbehaviour, which is defined but not limited to consistent unhelpful disruption to the session, showing deliberate disrespect to others and/or repeated failure to adhere to agreed methods of working that requires the intervention of a staff member and/or other in a position of responsibility.

The report should describe:

- (a) The programme running at the time
- (b) What happened
- (c) Who was involved
- (d) Where and when it happened
- (e) What was said, if significant
- (f) Any injury to person or property
- (g) How the situation was resolved

In the case of participants under the age of 18 years, before resorting to serious sanctions, e.g. suspension, the normal channels of communication between the staff, school (if applicable) and parents will be used. For courses where participants book directly with Fighting Words, rather than coming

to the centre as part of a school class, parents will be involved at an early stage, rather than as a last resort.

For those over the age of 18, staff members will speak privately with the individual concerned to stop the disruptive behaviour and ensure the continuation of the atmosphere of creativity, encouragement and respect.

10. For gross misbehaviour, or repeated instances of serious misbehaviour, regardless of age, a participant will be excluded from Fighting Words.

For the purposes of this policy, gross misbehaviour is defined as, but not limited to, aggressive and threatening behaviour not only actual physical violence against others but also threatened physical violence, verbal abuse of others, and the deliberate destruction of the Fighting Words premises, including equipment and furniture.

11. A copy of this code will be available to all participants, volunteer writing tutors, parents and schools.
12. The code will be reviewed at agreed intervals to ensure that it continues to meet the needs of everyone involved with Fighting Words.