Positive Behaviour Policy

Introduction

The 4Rs / Active Inclusion believes that everyone has skills, talents and potential and the primary focus of our programme is to allow all our participants the opportunity and environment to develop their talent, realise their full potential, create pathways to further education, training and employment that will enable them to contribute to their local community.

Some of these skills and abilities refer to the qualification that the participant is working towards achieving and some refer to generic transferable skills, common across all vocational areas and required for success in life. Each participant is individual, with unique ambitions, abilities and needs however, there are a common set of characteristics that the 4Rs / Active Inclusion aims to help all participants develop through:

- Group sessions
- One to one sessions
- Work sampling/placements
- Volunteering
- Engagement with external stakeholders

These characteristics include initiative, creativity and problem solving, attendance and timekeeping, the ability to complete work to an acceptable standard and to deadlines, the ability to communicate clearly via different mediums, the ability to collaborate and work with others, and the personal characteristics of honesty, respect for others and the ability to follow statutory, legal, and organisational requirements. These skills, characteristics and behaviours are developed through a number of delivery methods, learning and development channels.

Policy Aim

Behavioural issues within Active Inclusion have never been an issue however, the aim of this policy is to ensure consistency of approach in managing the behaviour of adult service users.

Code of Conduct

The 4Rs / Active Inclusion has developed a Code of Conduct (Appendix 1.1) which seeks to promote positive messages about the type of behaviour that is deemed to be acceptable, and this will form part of their induction session when they first join the project. The Code of Conduct outlines the behaviour and conduct expected of each participant to ensure a successful and safe learning environment.

Promoting Positive Behaviour

All staff members aim to develop an atmosphere that encourages positive behaviour and support participants to understand the project's Code of Conduct. Staff members use a range of strategies to promote and recognise positive behaviour.

Examples of groups session activities designed to promote positive behaviour include:

- Agreed session rules that staff and participants establish through the compiling of a 'Group Contract'. This is signed by all participants and referred to as necessary throughout the programme
- Use of positive language
- Use of oral encouragement and praise
- Active listening
- Encouraging active participation by all participants
- Thanking participants for their contribution to discussions
- Consistency of rule enforcement

Participants are encouraged to respect the views and opinions of others and are encouraged to demonstrate tolerance and understanding.

Negative Behaviour

In the rare event that the conduct of a participant warrants, staff will refer to the Code of Conduct and remind participants of acceptable behaviour. Staff will encourage and promote positive behaviour throughout group sessions however if behaviour becomes disruptive, staff will take the participant to the quiet area for time out and reflection.

If a participant exhibits persistent negative behaviour and this begins to affect others, the issue will be referred to the Project Manager who will speak with the participant to discuss their behaviour and ascertain if there are any underlying issues that need to be addressed.

Should the participant's behaviour show no signs of improvement, the Project Manager will contact the participants next of kin to discuss if the participant should remain on the programme at that time.

If the participant's behaviour fails to improve, they will be removed from the programme.

Bullying

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

As an organisation, we have a responsibility to respond promptly and effectively to issues of bullying.

Please refer to the organisation's 'Anti-Bullying' policy for further information on how we deal with bullying behaviour.

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Version: 1

Appendix 1.1

Code of Conduct

<u>Behaviour Guidelines</u>

At the 4Rs/Active Inclusion we expect all participants:

- To treat **everyone** with respect – staff and fellow participants
- Respect other people, their opinions, and points of view
- To treat all information shared during sessions as confidential
- To be mindful of their language to avoid upsetting others
- To follow the instructions of all staff members
- To switch off/mute mobile phones, tablets, and personal stereos during sessions unless they are being used to assist learning

- To adhere to all health and safety instructions
- To keep the 4Rs / Active Inclusion clean, tidy, and free from litter and graffiti
- To take responsibility for their own safety and be mindful of the safety of their fellow participants
- To show respect for the premises and property of The 4Rs and the possessions of other participants

Signing In and Out

- All participants must sign in when they arrive at the premises and have their temperature taken and recorded
- All participants must sign out when they leave the premises at the end of their session

Clothing

- Participants **must** wear appropriate clothing when attending the programme and when on work placement
- Participants **must** wear PPE (Personal Protective Clothing) when they are in the workshop. Staff members will ensure that the appropriate PPE is worn correctly by participants before entering the workshop

The Workshop

- Participants **must not** be in the workshop unattended
- Participants **must always** follow the instructions of staff in the workshop
- Participants **must not** use any electrical equipment
- Participants **must not** use any hand tools unless a member of staff is with them
- Participants will be asked to leave the workshop if they do not adhere to the above

Attendance and Break Times

- If participants cannot attend the programme, they must contact us to advise of this
- Participants should be on time for sessions and if they know they may be running late, they must call us to let us know
- Sessions will last for 2 hours
- Staff will arrange a break halfway through the session
- If participants need to step out of the session for any reason, they must let a member of staff know
- If participants need to leave the premises or want to go home, they must ask a member of staff

Inappropriate Language and Behaviour

- Participants must not use inappropriate language

- Participants must ensure that they behave and speak in a way that does not offend other people
- Swearing, shouting, and using inappropriate gestures will not be tolerated and may lead to participants being asked to leave the programme

Smoking

- Participants may only smoke during allocated break times
- Participants are permitted to smoke in designated smoking areas which will be made known during induction
- Smoking or vaping is not permitted anywhere inside the building