



let's make
some music

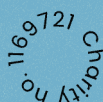
Behaviour policy

Lewisham

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Music

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**ARTS COUNCIL
ENGLAND**

All children and young people have the right to feel safe, valued and enjoy their time at Lewisham Music, without fear of intimidation, harassment, physical or verbal abuse. Lewisham Music recognises the importance of positive and effective behaviour management strategies in promoting all children and young people's welfare and enjoyment. All staff are committed to establishing positive behaviour management, with all children, young people and their families. Ensuring all children and young people are treated with the same respect and empathy.

The aims of our Behaviour Management Policy are to help all children and young people to:

- Develop a sense of caring and respect for one another.
- Build caring and co-operative relationships with other children, young people and adults.
- Develop confidence, self-discipline, and self-esteem in an atmosphere of mutual respect and encouragement.

This policy lays out Lewisham Music's expectations of behaviour in all its programmes, its procedures for encouraging good behaviour and the sanctions for unacceptable behaviour.

Parents/carers and students should be aware of their responsibilities in working with Lewisham Music to ensure all its activities are safe, rewarding, and enjoyable.

Expectations

Children and young people (Participants)

Participants will:

- Treat staff members, volunteers, other participants, and any other persons they may encounter during the program with respect and courtesy. Any form of bullying, harassment, or discrimination will not be tolerated.
- Follow all safety rules and instructions issued by Lewisham Music staff. Any behaviour that could potentially cause harm or danger to themselves or other will not be tolerated. Participants are expected to.
- Attend all scheduled lessons, rehearsals and performances as required. If participants are unable to attend a session they should inform the Lewisham Music office and their tutor.
- Arrive on time for all scheduled activities. If a participant is going to be late, they should inform a member of Lewisham Music staff in advance.
- Where possible bring the correct equipment, including instrument and music as required by the tutor or music leader.
- Take care of all instruments, equipment, and facilities. Any damage or loss caused by a participant will be the responsibility of the participant and/or their parents/guardians.

Teaching staff

Teaching staff will:

- Address challenging behaviour in a calm but assertive manner. Staff will be open and clear in stating and explaining non-negotiable issues
- Support and encourage children/young people who experience bullying, racism or other unacceptable behaviour to report to a member of staff
- Encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation
- Will listen to the children/young people concerned and hear their reasons for their actions. Staff will then explain to the children/young people what was unacceptable about their behaviour and that such actions have consequences for both themselves, and for other people.
- Ensure that children/young people understand what is being said to them. Children/young people will always be given the opportunity to make amends for their behaviour and, if appropriate, be able to re-join the activity. Consideration will be given to the child or young person's individual needs.
- Explain to children/young people the potential consequences of their actions.
- Plan for each lesson and have all of the necessary resources to ensure that all children are appropriately engaged.
- Develop class routines in partnership with the children.
- Recognise good behaviour and offer praise and positive reinforcement.
- Be responsible, alongside management and administration staff, for monitoring and moderating children's behaviour, and for safeguarding in accordance with agreed policies and procedures.

Management and administration staff

Management and administration staff members will:

- Ensure provision of a safe and secure learning environment.
- Communicate with participants, parents and carers with respect and calmness.
- Work as a team by discussing incidents and resolving to act collectively and consistently.
- Discuss concerns confidentially with parents/ carers at the earliest possible opportunity in an attempt to help identify the causes of the unacceptable behaviour and share strategies for dealing with it.
- Inform parents/carers of the unacceptable behaviour if we feel it necessary, when picking up their child/young person. The parents/ carers will be informed of the incident, how it was dealt with and how the child responded.
- Arrange meetings with parents/ carers to discuss behaviours and how they can be rectified, should regular incidents of unacceptable behaviour occur. Outcomes of the meeting will be discussed with the staff and any actions put into place.
- Be responsible, alongside tutors and tutor teams, for monitoring and moderating children's behaviour, and for safeguarding in accordance with agreed policies and protocols.

Parents and Carers

Parents and carers will:

- Cooperate with Lewisham Music staff to find solutions and manage any situations of unacceptable behaviour as and when they arise.
- Support their child to attend regularly and arrive on time.
- Contact the Lewisham Music office or Saturday Centre administrator as appropriate if their child cannot attend a Lewisham Music activity (lesson, ensemble or choir, holiday course, project, after school or Saturday session)
- Discuss Lewisham Music's expectations of behaviour with their child.

Suspensions and Exclusions of Children and Young People

Every effort will be made to work with our families and children and young people to promote a positive outcome, however persistent unacceptable behaviour from a child/young person will result in the following steps:

- Formal warning.
- Staff will explain to the child/young person why their behaviour is unacceptable and the consequences of any further such incidents.
- Children/Young people will be encouraged to discuss their behaviour, to explain their actions, and helped to develop strategies to avoid repeat incidents. Details of all warnings, suspensions and exclusions will be recorded.
- Each warning will be discussed with the child/young person concerned and their parents/carers, and wherever possible agreements made between all parties that are fair and reasonable to the situation.
- Any agreements should reflect the circumstances and be appropriate to the individual concerned, as this can afford the child/young person opportunity to display positive behaviour whilst serving as a motivator to reinforce such.
- Staff including volunteers will be made aware of any warnings given to a child/young person, and the implications of any agreements made.
- Staff will keep parents/ carers informed about behaviour management issues relating to their child/young person and attempt to work with them to tackle the causes of disruptive or unacceptable behaviour.

Lewisham Music has the right to temporarily suspend; this includes informing parents/ carers their child/young person must be collected immediately if management staff feels it necessary. Suspensions should be consistent, fair, and proportionate to the behaviour concerned. In introducing such a sanction, consideration is given to the child's/young person's age and maturity. Any other relevant information about the child/young person and their situation will also be considered. If appropriate, help and advice will be sought from concerned professionals in order to plan for the child's/young person's return.

After an immediate suspension has taken place, the Management team will arrange a meeting with the child/young person concerned and their parents/ carers to discuss the incident and decide if/when it will be possible for them to return to Lewisham Music activity.

When a suspension is over and before a child/young person is allowed to return to Lewisham Music, there will be a discussion between the Management team, the child/young person and their parents/ carers, setting out the conditions of their return.

Exclusion

In an extreme situation whereby all strategies and other attempts to address persistent unacceptable behaviour have been unsuccessful, Lewisham Music has the right to permanently exclude a child/young person. This right will only be exercised where absolutely necessary, however it will be done so whereby the duty of care provided to other children/young people and users of Lewisham Music is unduly compromised by irresolvable unacceptable behaviour.

Bullying

Please note, instances of bullying of any kind will not be tolerated and will be taken very seriously. Any report of this behaviour will be investigated fully in line with Lewisham Music's anti-bullying policy (see Appendix). Parents and carers of all involved parties will be informed.

Appendix **Anti-Bullying Policy**

LM (Lewisham Music) is committed to a policy of inclusion and to equality and justice. We believe that bullying behaviour is totally unacceptable. We believe that where bullying is challenged effectively pupils will feel safe and happy and we will demonstrate an organisation that cares.

Aims

Within LM we aim to ensure:

- all children to feel safe, to learn, to enjoy playing their musical instrument or sing in the company of others
- all children to be treated fairly, with respect and dignity
- we listen carefully to what children have to say and treat all children's accounts seriously.

The nature of Bullying

There are many definitions of bullying, but it is generally accepted to be:

- deliberately hurtful (including aggression)
- repeated often over time
- difficult for victims to defend themselves against.

Bullying can take many forms, but three main types are:

- physical – hitting, kicking or taking belongings
- verbal – name calling, insulting, making offensive remarks
- indirect – spreading nasty stories about someone, unreasonable exclusion from social groups, being made the subject of malicious rumours.

Research shows that name calling is the most common direct form. This may be because of individual characteristics, but bullying may also focus on an individual's protected characteristic, such as ethnicity, nationality or disability. Pupils' understanding varies with age, younger children may confuse bullying with fighting and nasty experiences generally – making it difficult to identify actual bullying. Junior and secondary school pupils tend to develop a more mature understanding.

What young people should do if they are being bullied?

During young people's induction they will be informed about how to report any issues of bullying and to who. This includes reporting in person reporting, and reporting retrospectively via phone/email. Depending on the activity setting, young people will report any incident of bullying to their Lewisham Music Tutor, or in settings where our support staff are present they can report

directly to them also (i.e. Paul Brown, Lewisham Music Saturday Centre Manager, or Joshua Oladipo Lewisham Music Community programme Producer.)

Involving Parents

Parental support is key to the success of our Anti-Bullying Policy. We aim to consult and communicate with parents when the need arises.

What should Parents do if they feel their child is being bullied?

Any parent contacting LM with a concern will always be taken seriously.

The first point of contact for the parent is a member of LM staff. As LM staff we will follow the following steps:

- Recognise that the parent may be angry or upset
- Keep an open mind – bullying can be difficult to detect, so a lack of staff awareness does not mean that no bullying has occurred
- Remain calm and understanding
- Make it clear that LM does care and that appropriate action will be taken
- Explain the agreed procedures and policy and ensure these are followed

If a parent doesn't feel that the situation has been dealt with adequately by the member of LM staff, then the next stage of the complaints procedure is to contact the CEO.

Strategies in LM to prevent bullying behaviour include:

- recording incidents and keeping records
- being aware that even the youngest children can understand the consequences of their own actions
- listening carefully to pupils and providing opportunities for them to express views and opinions – for example during break time
- involving parents
- including all staff in Safeguarding Children training
- involving parents, children and staff in the development of the Anti-Bullying Policy
- teaching children to say 'no' when appropriate or to get help

Dealing with Reported Incidents of Bullying, LM will adhere to:

- never ignore suspected bullying
- not make premature assumptions

- listen carefully to all accounts
- adopt a problem-solving approach
- follow up repeatedly, checking bullying has not resumed

If a child has been involved in bullying, the action followed will depend on the severity of the incident. However, a hierarchy of sanctions will be followed which are set out below. Depending on the severity of the incident:

We will - warn them not to do it again

Then - if it is serious or the child has repeated the behaviour after being warned a telephone call will be made or a letter will be sent to their parents/carers. This procedure will be dependent on the age of the child.

Then - parents/carers will be invited to the LM office to discuss the incident.

Then - parents will be invited again to review progress and/or for a final warning before exclusion.

Then - the CEO may make the decision to exclude the child immediately. The parents/carers have a right of appeal.

Monitoring and Evaluating the Policy

The policy will be regularly monitored and evaluated by the CEO and LM staff, through the following methods:

- Checking incident book for frequency of incidents
- Talking with pupils e.g. in break time
- Observation during LM activities
- Small group interviews – or individual interview.

Drafted by	Keith Sykes, Director of Community Programmes
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