



BEHAVIOUR POLICY

The Code of Conduct and Rules that follows is designed to ensure that those associated with the organisation can work in a safe environment to promote and encourage each individual.

➤ **Be punctual and ready to work**

Punctuality or time management is viewed highly by the organisation. It gives all concerned a chance to relax and compose for the day ahead. It allows aims and objectives to be achieved - working within set time scales, also allowing for other possible eventualities that may arise. Without adequate management the aims and objectives of all connected to the organisation will be affected.

➤ **Follow instructions they are beneficial for all**

Instructions uphold the organisation integrity, they support mentees, mentors, management all connected with the organisation - directly or indirectly. They are used to display power or authority. Instructions keep all concerned aware of what is expected and for what reason. The reasons centre around the aims and objectives of the organisation where mentees get unconditional positive regard.

➤ **Be considerate, polite, respectful of others and property**

Give consideration to others in all your actions, like yourself, others get involved with the organisation to achieve positive outcomes, Being polite and respectful to property and others involved with the organisation will ensure that positive outcomes are achieved.



➤ **Respect the environment, tidy up where needed**

Mentoring for Educational Achievement operates in a safe and pleasant environment to promote achievement. We ask everyone that visits us to leave the centre as they first found it.

➤ **Dress appropriately giving others consideration**

Whilst visiting the organisation we ask all involved to have consideration for others especially where other genders and cultures attend the organisation.

➤ **Inform us when leaving the premises**

For Health and Safety reason it is imperative that everyone is accountable for at all times. We ask all involved with the organisation to respect this and inform us when leaving the premises. For this reason we use a signing in/out book, to protect the well-being of all connected with the organisation.

We believe it is important for individuals to be able to learn and be part the community without fear of:-

- Offensive language
- Disruption and interference within the organisation
- Physical aggression from others
- Bullying
- Harassment (verbal, sexual or racial)
- Alcohol or illegal drugs
- Criminal behaviour including theft and offensive weapons

The policy is based on the principle of ‘acceptable behaviour’ with rules to ensure safety and a spirit of co-operation within a group setting and to respect the individual and property. We define acceptable behaviour as conduct that satisfies accepted standards of our behaviour policy.

Implementing the Behavioural Policy

GREEN ZONE

Young people who attend MEA on placements are given incentives for good behaviour. If you stay within the green zone throughout the duration of your placement you will be rewarded with a certificate and gift voucher.



YELLOW CARD

A Yellow card will be issued for three minor offences

A yellow card may be issued for the following:

- Continued Lateness (3 in one week)
- Continued Absence
- Disruptive Behaviour
- Failure to adhere to behaviour policy
- Leaving premises without permission
- Vandalism

RED CARD



A Red card may result in Suspension or Exclusion, depending of the severity of the offence

A red card may be issued for the following reasons.

- You have been issued with three red cards
- Possession/threatening us of a weapon
- Verbal Abuse to staff
- Bullying Possession of drugs/alcohol
- Inappropriate Sexual Behaviour
- Theft
- Threatening/Intimidating Behaviour to staff/young person
- Attempted/Physical assault on staff/young people
- Caught taking drug/alcohol
- Criminal damage



Last Chance Contract

If it is deemed necessary, a young person may be required to sign a contract that will reinforce our behaviour policy and what overall improvement are expected from the young person. If the young person fails to adhere to the agreement then the placement will be terminated and all parties notified of the outcome.

Parents have the right to appeal against the decision by following a grievance and complaints procedures

Action

- Red Card Strike 1 - Up to 5 days 'Time Out'
- Red Card Strike 2 - Up to 10 days 'Time Out'
- Red Card Strike 3 - Up to 15 days 'Time Out'
- Last Chance Card - Following this card any further incidents will result in Permanent Exclusion

The young person is not allowed on the premises during the 'Time Out' period