

POSITIVE BEHAVIOUR POLICY (v1.3)

APPEER COMMUNITY INTEREST COMPANY (CIC)

THIS POLICY MUST BE READ IN CONJUNCTION WITH THE ALL APPEER POLICIES, WHICH ARE AVAILABLE ON OUR WEBSITE. IF YOU CANNOT ACCESS OUR WEBSITE, PLEASE TELEPHONE US ON 07861 696542 OR EMAIL CLAIRE@APPEER.ORG.UK TO REQUEST COPIES TO BE SENT TO YOU. KEY POLICIES RELEVANT TO POSITIVE BEHAVIOUR ARE:

- 1. GENERAL TERMS & CONDITIONS**
- 2. ADMISSIONS POLICY**
- 3. SAFEGUARDING POLICY**
- 4. ICT, ESafety AND VIRTUAL SUPPORT SAFETY POLICY**
- 5. EQUALITY, DIVERSITY & INCLUSION POLICY**

In this policy, the following definitions apply:

“Appeer”	Appeer Community Interest Company (“We, our, us”)
“Session”	An activity Session, talk or other event, run either by Appeer or a third-party service provider contracted by Appeer, whether one-off or as part of a Programme
“Online Session”	Activity Sessions, talks or group meetings utilising the Zoom or other remote online meeting platform, either delivered by Appeer or a third party service provider contracted by Appeer.
“Programme”	A package of Activity Sessions delivered during a set period (including online Sessions), taking place at predetermined times and locations, and run either by Appeer or a third-party service provider contracted by Appeer.
“Participant” and “Adult Participant”	A person registered with Appeer and/or who has, is or will attend an Appeer Session, talk or other event
“Representative”	A parent or carer (legal guardian) of the Participant

POLICY STATEMENT

Appeer CIC is committed to safeguarding and promoting the welfare of children, young people and other beneficiaries and expects all staff and volunteers to share this commitment. We believe that in order to do this and for beneficiaries and staff to enjoy our sessions in a positive, nurturing and supportive environment, encouraging positive behaviour which does not detrimentally affect the experience of others is key.

A range of guidance and legislation has been used to inform the writing of this policy. This includes, but is not limited to, The Equality Act 2010, DfE guidance Behaviour and Discipline in Schools 2016, and The Education (Independent School Standards) Regulations 2014.

PRINCIPLES OF POSITIVE BEHAVIOUR

We would like:

- everyone at Appeer CIC's activities to feel safe and stay safe
- to help Participants and those around them learn how to keep themselves and others safe and to promote positive behaviour, choices and personal responsibility
- to help our Participants and those around and their families feel comfortable with and supported by and with us and each other

It is important to recognise that...

- behaviour is the way in which one acts or conducts oneself, especially towards others
- behaviour is communication, whether verbal and/or non-verbal, and it is important to understand why this is occurring, what it means and what we can do to help to address the cause as well as the behaviour itself.
- the Participants who access Appeer CIC can sometimes display challenging and/or other worrying behaviour/s for a range of reasons including anxiety and that this can sometimes include negative interaction with peers
- learning how to understand, manage and regulate their emotions and behaviour is an essential but difficult, life-long task for our Participants
- we have a duty of care to our Participants, families and our staff to promote kindness and positive behaviour and plan for and support behaviour issues as well as to safeguard and protect everyone who attends Appeer Sessions.

PROFESSIONAL UNDERSTANDING OF BEHAVIOUR, AUTISM AND NEURODIVERSITY AND HOW TO SUPPORT

Staff must be aware that the behaviour of a Participant may be affected by being autistic, other neurodiverse conditions as well as another Special Educational Need or Disability.

Staff must be aware that a pupil's understanding of their behaviour may be limited and reasonable adjustments must be made in regard to what is put in place.

We will recruit professional staff who are experienced in understanding and supporting girls and young women with an autistic spectrum condition and other neurodiverse conditions and with occasional challenging behaviour and support with training as needed

The CEO, Engagement Director and programme leads must keep all staff informed as to pupils' additional needs and implications for behaviour.

The CEO, Engagement Director and programme leads will be available to advise or support in this area, but all staff, many of whom have considerable experience of working with autistic and

neurodiverse young people, will be encouraged to contribute strategies and insights on understanding and supporting behaviour.

Insights and support will be requested from and shared by Parents/Carers too.

SUPPORTING GOOD RELATIONSHIPS, KINDNESS AND POSITIVE BEHAVIOUR

We will do this by:

- helping Participants and those around them learn how our feelings can affect our behaviour and our behaviour can affect other people's feelings as appropriate (more in extended weekday programmes)
- fostering good relationships and a sense of belonging within the organisation community
- gently encouraging, praising and positively reinforcing kindness, consideration of others, good relationships and positive behaviour as appropriate.
- providing a supportive, enjoyable and stimulating programme of activities designed to support all Participants
- using visual aids and other strategies to support positive choices and behaviour
- ensuring guidelines including around kindness are shared with participants and families in joining instructions and in Sessions
- being good role models in this regard
- potentially teaching and enforcing the key "Legal Rules" as and if appropriate - (don't hurt; don't threaten to hurt; don't damage things that are not yours; only use appropriate touch; keep private things private) in a way that each Participant understands.
- keeping group sizes small and staffing levels high (most of our girls and young women Participants are supported by a ratio of 1 staff member to 4 Participants as a minimum at all times)
- building positive relationships with Participants and their families
- ensuring that policies and procedures are consistently applied
- working with Participants and their families to create individual plans and risk assessments as necessary that outline the best proactive strategies for each individual and further information.

SUPPORTING ISSUES

We will achieve this by:

- Using and applying our Positive Behaviour procedures responsibly and fairly when there are behavioural concerns and adhering to the guidance within them relating to the below levels of intervention and support:

1. Minor incidences of inappropriate behaviour

2. Continued incidences of inappropriate minor behaviour
3. Serious behaviour, e.g., emotional or physical damage to others or to equipment/setting
4. Extreme serious behaviour or repetition of #3 above 3 or more times

- Encouraging kinder and more appropriate behaviour as quickly and effectively as possible using modelling and other strategies
- Providing opportunities for Participants to have access to sensory toys or a quieter space with Parents/Carers or staff as appropriate
- Helping to understand reasons behind less positive behaviour and put support in place to help in partnership with Parents/Carers as necessary and according to our Positive behaviour procedures and levels of intervention/support.
- Providing opportunities for Participants to discuss their thoughts and behaviour, and support understanding and positive choices in certain situations
- Ensuring Parents/Carers are informed of concerns in behaviour quickly, discreetly and not in hearing of other Participants or Parents/Carers by staff during sessions so they are aware can support
- Ensuring that any related info can be filed in the Participant's notes and folders accessible by staff only.

Corporal punishment is not tolerated at Appeer, neither is the use of inappropriate force. However, physical intervention may be appropriate in some very rare situations, for example:

- To ensure the safety of a Participant
- To restrain a Participant who is physically threatening another child/member of staff
- To separate Participants whose behaviour is challenging
- To avoid significant damage to property

This list is not exhaustive. The degree of force employed must be in proportion to the circumstances of the incident, and the seriousness of the behaviour or the consequences it is intended to prevent. Unless circumstances are exceptional and a Participant is in danger of hurting themselves or another Participant, a member of staff may not use any form of physical intervention. Parents/carers, if on site, will be got as soon as safely possible for all Participants.

In the event of an incident which causes a Participant to be hurt or marked by a member of staff, that person is expected immediately to inform the programme lead, CEO and Engagement Director

Whilst the social communication needs of the Participants attending are understood, and experienced staff are facilitating, we will ask for Parents/Carers to support their child should any

violent or challenging behaviour be used towards staff and other Participants in the group as appropriate.

We need to consider the safety and wellbeing of the full group and reserve the right to cancel or pause a place in all or some future Sessions or programmes for an agreed time or ongoing if persistent violent or disruptive behaviour continues after adherence to Appeer Positive behaviour procedures and agreed strategies are used or if this behaviour has significantly impacted the physical safety and social, emotional or mental health and wellbeing of Participant/s in previous sessions. *This will be a last resort when the procedures and been followed, strategies and/or approaches have failed and/or there it has been ascertained by the senior leadership (relevant programme leads, CEO, Engagement Director, DSL and/or directors) that it is no longer possible to keep the Participant, their peers or staff safe or to promote their positive social, emotional and mental health and wellbeing if they remain in certain or all programmes.*

WORKING WITH FAMILIES

We will work in partnership with families by:

- building positive relationships with Participants and their families where we can.
- working together according to this policy and our related procedures and to understand the cause of behaviour, what this means and what we can do to help to address the cause as well as the behaviour itself.
- ensuring Parents/Carers have the opportunity to share full information about their child including information relating to behaviour, their social communication needs, stress and anxiety as well as their thoughts, strategies and insights through their application form and further conversations.
- making Parents/Carers aware of relevant policies and our general terms and conditions upon booking sessions and in communications
- ensuring we are regularly communicating and collaborating with Parents/Carers to support their young people in this regard.
- allowing children to take increasing personal and social responsibility as they progress throughout the programme/s.

OUTSIDE APPEER SESSIONS, ACTIVITIES OR EVENTS

Parents/carers are responsible for Participants' conduct outside of the organisation premises, which includes activity carried out online. Where a crime has been committed, and if staff view this, the police will be informed.

Subject to the Positive Behaviour Policy, staff may support Participants where behaviour issues occur when the Participants are outside premises, but still taking part in any organisation-organised or organisation-related activity.

ROLES AND RESPONSIBILITIES

Appeer directors and programme leads have created this policy to support positive behaviour and will ensure it is made available and communicated as appropriate to all Participants and staff.

All staff have a shared responsibility for ensuring policies and procedures in this area are followed and are consistently and fairly applied.

VARIATIONS

Appeer reserves the right to unilaterally vary this policy from time to time. Any request to amend or vary this policy will require the written consent of Appeer.

FOR FURTHER INFORMATION

If you have any questions or concerns about this policy, contact the CEO Jo Dilworth on jo@appeer.org.uk.

POSITIVE BEHAVIOUR POLICY	
Version No: 1.4	
Summary:	Our policy outlining the principles of and our commitments to supporting and implementing a positive behaviour approach throughout the work of Appeer CIC.
Policy Owner:	Jo Dilworth
Author:	Jo Dilworth
Target Audience:	Participants, Parents/Carers, Appeer staff, management and volunteers
Approved and Ratified By:	Cathryn Jagger
Version Date:	22/04/2024
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Change Record				
Date	Author	Version	Page/s	Reason for Change
10/02/2020	Jo Dilworth	1.0		n/a
01/06/2021	Jo Dilworth	1.1	Throughout	In-person Groups restarting
26/11/2022	Jo Dilworth	1.2	As relevant	Updating job titles and terminology
20/03/2024	Jo Dilworth	1.3	Throughout	Changes in roles
22/04/2024	Jo Dilworth	1.4	Throughout	Amendments to parent/carer areas and references to related procedures

