



# Code of Behaviour

**PLEASE SIGN BOTH COPIES AND RETURN ONE TO SYG AND RETAIN THE OTHER COPY FOR YOUR RECORDS**

Sawston Youth Group is a partnership of the leaders and the members. For such a partnership to be effective, guidelines governing the expected behaviour from both parties, need to be drawn. This "Code of Behaviour" document details those expected guidelines.

## **1. The Leaders will...**

- 1.1. Voluntarily give their time, skills, knowledge and energy to the members and other leaders.
- 1.2. Organise a varied programme of activities to stimulate, educate and enhance the members, and, where appropriate, assist the members to develop new practical skills and qualifications.
- 1.3. Treat the members politely and with respect.
- 1.4. Encourage ALL members to take responsibility for their own lives, for the well being of others and for the wider society in which they live.
- 1.5. Distribute full and timely notice of any and all events that involve the members.

## **2. The Members will...**

- 2.1. Attend each SYG Monday evening, and other events, as appropriate, wearing the correct SYG Polo Shirt.
- 2.2. Be punctual and properly turned out for all SYG organised events.
- 2.3. Fully engage in the activities provided at SYG.
- 2.4. Accept the authority of the leaders and treat the leaders and all other members politely and with respect at ALL times.
- 2.5. Look after & respect all property & equipment, owned or used by SYG.
- 2.6. Pay SYG subscriptions, and any other associated fees, by the due dates, which will be published annually in September.
- 2.7. Not bully any other member(s) on any grounds whatsoever. Bullying of any kind will not be tolerated. Bullying will be defined as ANY behaviour that deliberately attacks, harasses, belittles or provokes another member or leader, whether physically, mentally or emotionally.

## **3. Discipline Procedure**

Occasionally it may become necessary to formally discipline a member of SYG based on the persistent disregard for the behavioural guidelines listed above. This is not something that SYG will undertake lightly. SYG strongly believes in giving its members every opportunity to develop and control any unacceptable behaviour. If, however, no improvement is shown, then, for the benefit of the whole group, the following procedure will be implemented:

- 3.1. If any member persistently disregards the above guidelines, then any leader of SYG can and will caution them and ask them to modify their behaviour. This stage will be skipped in the event of bullying, where a formal verbal warning will be issued immediately as per 3.2.
- 3.2. If the pattern of behaviour persists, then two SYG leaders, including at least one from the executive committee, will take the member aside and issue a formal warning as well as a written warning which will be sent to parents/guardians explaining the problem and the actions that SYG expects if the member is to continue with the group.
- 3.3. Any further problems following this action will result in immediate suspension for three weeks. If the member does not return to SYG on the fourth week (unless there is good reason which SYG are notified of in advance), then their place will be immediately made available to those on the waiting list.

I can confirm I have read and understood the SYG Code of Behaviour:

Signature of Member.....

Signature of Parent/Guardian.....