

Participants, disruptive or unacceptable behaviour procedure

Information for parents / guardians

This procedure aligns with the [Live Argyll Safeguarding Policy \(V1.2 November 2023\)](#). It concerns the behaviour of participants during Active Schools and Sport led activities and sets out our expectations for participant behaviours and how we will address disruptive or unacceptable behaviours.

Throughout our activities, we aim to provide a safe, challenging, and fun experience for each participant. Our staff, coaches and volunteers will treat all participants fairly and will abide by our code of conduct.

Staff, coaches and volunteers can reasonably expect good behaviour from all participants. When behaviours from participants become disruptive or unacceptable, staff will be firm, fair and clear with individuals exhibiting these behaviours.

Behaviours considered to be disruptive are: -

- Ignoring or refusing to follow instruction and requests made by staff, coaches and volunteers delivering the activities and surrounding care.
- Swearing or foul language.
- Shouting at others in an aggressive or uncontrollable way.
- Interrupting another participants engagement in or enjoyment of activity, verbally or physically.
- Mistreating facilities or equipment

In the event that staff or coaches need to address disruptive behaviour they will speak to the individual(s) concerned, explain how their behaviour is disrupting the session and ask them to correct their behaviour.

If the disruptive behaviour continues during the session the individual(s) will be given a time out from the activity, determined by the activity lead.

If the disruptive behaviour repeats after a time out in the session, or, in the opinion of the activity leader, has become unacceptable, the behaviour will be treated as unacceptable behaviour as below. At this point staff will record the action in an incident report on STITCH, the Live Argyll platform for managing health and safety.

Behaviours considered to be unacceptable are: -

- Repeated disruptive behaviour.
- Verbal - including swearing, homophobic, transphobic, sectarian, racist, sexist remarks or name calling directed at staff, coaches, volunteers or other participants.
- Physical - including spitting, biting, hitting, punching, pinching, scratching, kicking and pushing directed at staff, coaches, volunteers or other participants.
- Bullying defined as *“The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online”* and detailed in the [Anti-Bullying Alliance](#) website.

In the event that staff or coaches need to address unacceptable behaviour the participants will be removed from the remainder of the session and the parents/guardians contacted to attend and collect their child.

The situation will be explained to the parents/guardians and recorded in an incident report on STITCH. Unless there are exceptional circumstances, the participant(s) will be excluded from the next activity session in the block.

If, on returning to the activity sessions, the participant engages in any further disruptive or unacceptable behaviour they will be removed from the remainder of the session and the parents/guardians contacted to attend and collect their child.

The situation will be explained to the parents/guardians and recorded in an incident report on STITCH. The participant(s) will be excluded from all further activity sessions in the block.

In exceptional circumstances, the activity leader in consultation with the Active Schools and Sport Manager, may agree to the exclusion of an individual or a group of individuals from Active Schools and Sport provision for a period of time at their discretion. Such instances may include persistent unacceptable behaviours, serious physical assault, vandalism or safeguarding related matters. In these cases, the Active Schools and Sport Manager will write to the parents/guardians of the individual(s) concerned to inform them of the decision.

As per the safeguarding policy, if at any time staff, coaches or volunteers have a safeguarding concern, the safeguarding protocols will supersede this policy and processes described above and the relevant Designated Safeguarding Officer contacted.

Participants Code of Conduct

This is our code of conduct for young people taking part in Active Schools activity provision. We will have this displayed for young people to see at each session, so it is clear.

As a young person taking part in our club or activity, we'd like you to follow this guidance to make sure you are able to participate in your sport or activity safely.

The essentials

- Keep yourself safe by listening to staff, your coach or leader, behaving responsibly and speak out when something isn't right.
- When you're with us, stay in the places where you're supposed to, don't wander off or leave without telling a member of staff.
- Take care of our equipment and premises as if they were your own.
- Arrive for sessions on time and if you're running late, let a member of staff know.
- Do not swear or use foul or abusive language.
- Do not smoke, vape or consume alcohol on our premises or during sessions.

Behaviour

- Help make our activity sessions a welcoming and friendly place to be.
- Respect our staff, coaches and volunteers.
- Treat other young people with respect. Support and encourage them and appreciate that everyone has different levels of skill and talent.
- Respect and celebrate the differences in our club or activity and not discriminate against anyone else on the grounds of gender, race, sexual orientation or ability.
- Report any incidents of bullying, including homophobia and transphobia to a member of staff, even if you're just a witness.

Code of Conduct for staff, coaches and volunteers

Our code of conduct for staff and paid coaches is part of our employment contract and sets out the behavioural expectations of our paid representatives. A copy of this is available on request to the Active Schools Manager by emailing: activeschools@liveargyll.co.uk

This is our code of conduct for volunteers who support the delivery of Active Schools activity provision.

- Always treat those who access volunteer led services, LiveArgyll staff and fellow volunteers with respect, consideration and appreciation.
- Perform your role to the best of your abilities, and, as agreed within the volunteer role description.
- Maintain the confidentiality about persons who access volunteer led services, volunteers, and LiveArgyll employees.
- Attend and complete any relevant induction and training events.
- Follow LiveArgyll's volunteer policies and procedures, including health and safety and equality and diversity in relation to staff, other volunteers and members of the public.
- Follow advice given by LiveArgyll staff members in relation to your volunteering role.
- Act in a professional way when representing LiveArgyll.
- Act in a way that doesn't discriminate against or exclude anyone.

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