

Code of Conduct for Sunnydene Tutoring pupils

This document outlines the conduct that Sunnydene Tutoring expects from all pupils.

The purpose of this document is to ensure that everyone taking part in Sunnydene Tutoring's activities knows what is expected of them and feels safe, respected and valued.

Sunnydene Tutoring must ensure that everyone taking part in the activities we have organised has seen, understood, and has agreed to follow the code of behaviour, and that they understand what will happen if inappropriate behaviour occurs.

At Sunnydene Tutoring, we expect those who take part in our services to always display appropriate behaviour.

The Sunnydene Tutoring code of behaviour aims to:

- identify acceptable and unacceptable behaviour,
- encourage co-operation, honesty, fairness and respect,
- create an environment where self-esteem and self-confidence will grow,
- encourage recognition of and respect for the rights of others,
- encourage individual responsibility for behaviour choices,
- explain what will happen if this code of conduct is not followed.

All Sunnydene Tutoring pupils should:

- be supportive and kind to those around them,
- be friendly and listen to others,
- be helpful and polite,
- treat those around them with respect,
- take responsibility for their own behaviour,
- talk to Jeni about anything that worries or concerns them,
- follow this code of behaviour and other rules, including the law,
- join in with activities and have fun!

Sunnydene Tutoring pupils should not:

- be disrespectful to those around them,
- engage in unkind, intimidating or abusive behaviour.

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1. If a Sunnydene Tutoring pupil behaves in a way that does not align with the behaviour code, a Sunnydene Tutoring team member will remind that pupil of the ways that pupils are expected to behave. This gives the pupil an opportunity to consider how they could behave differently. Support will be given to pupils as necessary.
2. If a Sunnydene Tutoring pupil continues not to follow the code of behaviour after their first reminder, or if their behaviour is more serious, the pupil will be given a formal warning by the team member who is responsible for the activity where the behaviour has arisen. The Sunnydene Tutoring team member will make a record of what happened, which will be shared with Jeni, and will inform parents or carers if necessary. The team member will discuss what happened with the pupil and will agree with them what support is needed to improve future behaviour. Further steps may be taken: for example, some activities may not be available to that pupil in the future.
3. If the support that is put in place doesn't result in the required change in behaviour, a final warning may be given. This final warning will be recorded in writing. Jeni and the pupil's parents or carers will be notified. At this point, Jeni will discuss with the pupil's parents or carers whether continuing to access Sunnydene Tutoring activities is possible.

Child protection procedures

If a Sunnydene Tutoring team member is concerned that a pupil's behaviour suggests they may need protection or that a pupil may present a risk of harm to other children and young people, that team member will follow the Sunnydene Tutoring safeguarding procedures. This may involve making a referral to the local authority.

If this is necessary, there will be a discussion with the pupil, their parents and Jeni, unless doing so would put the pupil in danger, or would interfere with a police investigation.

The role of parents and carers

At Sunnydene Tutoring, we consider parents and carers to be key participants in encouraging positive behaviour. A pupil's parents or carer will always be informed if a pupil receives a formal warning about their behaviour, unless doing so would put that pupil in danger.

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