



Unleash the Creative Spirit of Young People

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Music Relief Foundation

Policies for Young People

06.04.2021, to be reviewed yearly

Behaviour code for children and young people

As a participant in an MRF activity, you are bound by the basic MRF code of conduct, outlined below.

This code of behaviour was written in consultation with children and young people. It aims to make sure everyone who participates in MRF's services knows what is expected of them and feels safe, respected and valued. We will make sure that everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

We expect young people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

BASIC PRINCIPLES

Everyone has a right to feel safe and valued.

MRF aims to:

- create an environment where your self-esteem, self-respect and self-confidence will grow;
- provide a great atmosphere where you feel comfortable taking part;
- encourage cooperation, honesty, fairness and respect;
- encourage you to recognise and respect the rights of others;
- encourage you to take responsibility for your own behaviour;

DOS AND DON'TS

[Print and ensure these are visible at all times.]

You should:

- be friendly;
- listen to youth workers and each other;
- be helpful;
- have good manners;
- treat everyone with respect;



- respect the premises and equipment;
- take responsibility for your own behaviour;
- talk to staff or a youth worker about anything that worries or concerns you;
- follow this code of behaviour and other rules (including the law);
- join in and have fun!

You shouldn't:

- be disrespectful to anyone else;
- bully other people (on- or offline): no name-calling, hitting, excluding others etc.
- behave in a way that could be intimidating;
- be abusive towards anyone;
- do anything illegal.

Sexting

Please note that creating or sharing explicit images of a child is illegal, even if the person doing it is a child. This makes sexting illegal as well as disrespectful. For more information, see <https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/sexting/>.

WHAT HAPPENS IF I DECIDE NOT TO FOLLOW THE CODE OF BEHAVIOUR?

This code of behaviour is part of our process for making sure everyone who takes part in our services receives the support they need.

Minor or first-time incident

If you behave in a way that doesn't follow our behaviour code, our staff or volunteers will remind you about it and ask you to comply with it. They will give you an opportunity to change your behaviour. This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

Formal warning

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the person running your activity. They will make a record about what happened and inform your parents or carers if this is appropriate. They will also talk with you about what happened and agree what support you need to improve your behaviour in the future. We may also decide that a sanction is appropriate such as restricting you from taking part in some activities.

Final warning

If the support we have put in place isn't helping you to change your behaviour, we may need to give you a final warning. Again this will be recorded and we'll inform



your parents or carers as appropriate. At this point, we may need to talk with you and your parents or carers about other services that might be more able to give you the support you need.

Child protection procedures

If any member of staff or volunteer becomes concerned that your behaviour suggests you may be in need of protection or that you may present a risk of harm to other children and young people, they will follow our child protection procedures. This may involve making a referral to the local authority. If child protection procedures are necessary we will talk this through with you and your parents as soon as possible, unless doing so would put you in danger or interfere with a police investigation.

The role of parents and carers

We see parents and carers as valuable partners in promoting positive behaviour and will involve them as appropriate. We will always inform and involve your parents or carers if you receive a formal warning about your behaviour, unless doing so would put you in danger.

YOUNG PEOPLE'S CONFIDENTIALITY POLICY

Your Right to Confidentiality

Youth workers are here for support and if you want a private chat to discuss any issues please come and see us.

We will not pass any information about you to other services (parents, teachers, social workers) or repeat anything you have told us in confidence to anyone outside the project without your knowing about it and agreeing to it.

The only time this may be different, is if you tell us that you or someone else is in a dangerous situation and our telling someone else might prevent you or them from being harmed. If a worker felt that they had to pass on information without your permission, they would still inform you of what they were going to do.

Young people's complaints procedure

You should expect:

- to be treated with respect,
- for your opinions will be listened to,
- to be treated fairly and without judgement.

If you think you have been treated unfairly or would like to make a complaint, you can speak or write to the senior manager, telling them you want to make an official complaint. To send a letter to the management, contact details are available from the MRF office office@music-relief.org. You will receive a response **within 2 weeks** of your official complaint.



YOUNG PEOPLE'S ANTI-BULLYING POLICY

MRF will not tolerate any form of bullying:

- Physical – like hitting, kicking, taking belongings etc.
- Verbal – like name calling, insulting, unkind remarks, including remarks about race, colour, religion, gender, age, sexual orientation and physical appearance.
- Social – like spreading vicious rumours, excluding someone etc.
- Cyber – sending hate or spiteful messages on line etc.

Any of the above will be dealt with and may mean removal from sessions and or activities.

If you feel like you are being bullied please speak to one of the staff or youth workers.

Online safety

MRF activities are not normally involved with the internet, nor do we offer online access, although the internet has become indispensable during the Covid-19 pandemic and we do use social media to promote some of our young people's achievements. Nevertheless, MRF understands the importance of the internet for young people for education and personal development. This includes social media platforms, games and apps. We aim to support children and young people in making constructive use of these resources. MRF recognises that safeguards need to be in place to ensure children and young people are kept safe at all times. We ask our service users to sign an online behaviour code agreement as part of our overarching code of behaviour for children and young people, as well as staff and volunteers. This agreement constitutes our online safety policy (see Appendix 1: Online conduct agreement, p. 5).



Appendix 1: Online conduct agreement

MRF activities are not normally involved with the internet, although it has become indispensable during the Covid-19 pandemic. Nevertheless, MRF understands the importance of young people's being able to use the internet for education and personal development. This includes social media platforms, games and apps. We aim to support young people in making constructive use of these resources. Yet, safeguards need to be in place to ensure young people are kept safe at all times. This agreement is part of our overarching code of behaviour for children and young people, as well as for staff and volunteers, and represents our online safety policy.

ONLINE CONDUCT AGREEMENT

Young person: Please read the following agreement and discuss it with your parents/carers and group leader.

Parents/carers: please read and discuss this agreement with your child and then sign it, ask your child to sign it, and return it to the group leader. If you have any questions or concerns please speak to Magdalene Adenaike, the CEO.

Young person's agreement:

- I will be responsible for my behaviour when using the internet, including social media.
- This includes the resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to the group leader.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not give out any personal information online, such as my name, phone number or address.
- I will not reveal my passwords to anyone.
- I will not arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parents and/or group leader and am accompanied by a trusted adult.
- If I am concerned or upset about anything I see on the internet or any messages that I receive, I know I can talk to a MRF representative.

I understand that these rules are designed to keep me safe and that if I choose not to follow them, MRF may contact my parents/carers.

Signatures:

We have discussed this online safety agreement and [child's name] agrees to follow the rules set out above.

Parent/carer's signature Date:

Young person's signature Date