



DJSCHOOLUK

DJSchoolUK Behaviour, Discipline and Complaints Policy

We at DJ School UK aim to have a supportive, creative, comfortable, safe and respectful workplace and atmosphere for all to learn the skills and techniques of the modern DJ, and for all to enjoy their time with us. To help us with this we have drawn up the following policy which relates to the behaviour of the young people on our courses and the routes by which complaints can be made if absolutely necessary. Our staff are all trained in Child Protection, fully understand and are in agreement with our own Child Protection Policy (available from the policies page of our website (<https://djschooluk.org.uk/policies/>) or on request), and will use the code of conduct therein to maintain the best working conditions for all at DJ School UK.

We do not expect to ever need to apply the following policies and sincerely hope we don't have to.

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Behaviour Policy:

We require that all young people at **DJ School UK**:

- ! Show respect for all children at the school treating them as they would wish to be treated.
- ! Understand that swearing, abusive or hurtful language is not acceptable and that aggressive behaviour or violence will not be tolerated.
- ! Show respect for all personal property and the facilities.
- ! Show respect for all staff. Listen to and follow instructions from the staff team.
- ! Understand that one child's behaviour will not be allowed to endanger the other children in the group by absorbing or distracting the supervising staff.

In addition:

- ! When dealing with any behavioural issues our staff are trained to act within accordance of our child protection policy (available on the website or by request). We will never intervene physically unless there is imminent danger to other young people or staff.
- ! If I am concerned or upset about anything or anyone I know I can talk to either:

My DJ tutor,

Jim Reiss (DJ School UK Child protection lead and Managing Director ([07949379442](tel:07949379442) - jim@djschooluk.org.uk),

or I can seek further help from the NSPCC Helpline on 0808 800 5000

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.



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Additional Online Behaviour policy:

Young people who engage in online activities with DJ School UK will have to sign an agreement to the effect that:

- ! I will be responsible for my behaviour when using the internet, including social media platforms, games and apps. 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 my parent/carer and/or online DJ tutor.
- ! I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- ! I will not share or redistribute any content from my DJ School UK sessions.
- ! I will only communicate with DJ School UK using the platforms and apps agreed by my parent/carers.
- ! 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 DJ School UK or anyone I meet online unless I have discussed this with my parents and/or DJ tutor and am accompanied by a trusted adult who will log in and log out of the session.
- ! 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 either:

my DJ tutor,

Jim Reiss (DJ School UK Child protection lead and Managing Director
([07949379442](tel:07949379442) - jim@djschooluk.org.uk),

or I can seek further help from the NSPCC Helpline on 0808 800 5000

- ! When I do take part in a face-to-face meeting with my DJ tutor I will:

1. Wear appropriate clothing and use appropriate language as if I was attending a



public session.

2. Be ready on time with everything I need to do the lesson (DJ equipment, notebook, computer already running relevant software etc)
3. Set up my equipment and computer in an appropriate place, not my bedroom.
4. Have a parent/carer nearby so they can hear what is taking place in my lesson.
5. Make sure no compromising images or personal information is visible in the background of the room that I will be in as this could be filmed and recorded by accident in the lesson.

Disciplinary Procedure:

We have a 3 strikes and you're out policy.

Strike 1) If your child is in breach of our behaviour policy we will in the first instance talk to them within the bounds of our child protection policy and code of conduct. At the first opportunity or at the end of that day we will inform you of their behaviour and of what was said during our conversation with them.

Strike 2) If they continue to breach our behaviour policy we will repeat what was said during our previous conversation, call you and ask you to talk to them. We will also give you the option of removing them from the school.

Strike 3) If they stay and continue to breach the policy we will insist you come to remove them from the school.

No refunds will be made for children removed from the school due to their behaviour.

Staff Expectations:

All DJ School Staff are experienced practitioners that understand their position as role-models to the young people who attend our sessions. All staff are trained to focus on engaging all young people inclusively by providing engaging activities and tuition.

In DJ School UK any behaviour which constitutes a safeguarding concern such as self-harm or over-sexualised behaviour would be reported and referred as per the methods in our child protection and safeguarding policy to the relevant authorities or experts.

Further to this if a child was being aggressive or bullying, using racist/offensive language or regularly disrupting the sessions with disregard to our session leaders instructions it would be reported to me (Jim Reiss, Managing Director) and I would



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speak to the young person and their parents as per this behavioural policy. If such behaviour caused illegal activities to take place (eg assault, hate crimes) I would contact the police and Leeds Childrens Services immediately.

Complaints Procedure:

Where complaints are concerning the content and or delivery of our courses, the facilities at our venue or any other practical issue we request that a written description be sent to: info@djschooluk.org.uk with the words "DJ School UK DJSchool Complaint" in the subject line of the email, or posted to DJ School UK, 9 Wells Croft, Meanwood, Leeds, LS6 4LA. Please give as much detail regarding the complaint as possible including names, dates, times, issue etc. We will give all complaints our full attention and a representative of DJ School UK will contact you to discuss the issue.

If your complaint is in relation to a child protection issue please see our Child Protection Policy which is available on request or from the policies page of our website. Pages 10-12 of the Child Protection Policy have a form requesting all the necessary information. This form is also available as separate download on our policies page here: <https://djschooluk.org.uk/policies/>. Page 20 has a summary of the steps anyone should take when reporting a Child Protection concern. Please send the form to the Child Protection Officer whose contact details are on page 37 of the Child Protection Policy document.

If you would prefer to speak to someone in person please call the Child Protection Officer whose contact details are on page 37 of the Child Protection Policy document or email info@djschooluk.org.uk with the words "DJ School UK DJSchool CP issue" in the subject line of the email, or post a letter to DJ School UK, 9 Wells Croft, Meanwood, Leeds, LS6 4LA. Please give as much detail regarding the complaint as possible including names, dates, times, issue etc. As stated in the Child Protection Policy all data concerning a child protection or safeguarding issue is considered confidential within the scope of the Child Protection Policy.

If you would prefer to speak to an independent person, for example if there are any issues you feel you must raise which you are uncomfortable to raise with representatives of DJ School UK, please contact The Local Authority Designated Officer whose contact details are on page 35 of the Safeguarding and Child Protection Policy.

INFO@DJSCHOOLUK.ORG.UK

01134360248

WWW.DJSCHOOLUK.ORG.UK

UNIT G12, YORKSHIRE DANCE, 3 ST PETERS SQUARE, LEEDS LS9 8AH



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For your information: The remainder of this document now details the “DJ School UK Code of Conduct for Staff and Volunteers” which is given and explained to all staff and volunteers during their induction at DJ School UK.

DJ School UK Code of Conduct for Staff and Volunteers

Purpose

This behaviour code outlines the conduct DJ School UK expects from all our staff and volunteers. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid. The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people. DJ School UK is responsible for making sure 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.

The role of staff and volunteers

In your role at DJ School UK you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

Responsibility

You are responsible for:

- ! prioritising the welfare of children and young people
- ! providing a safe environment for children and young people
- ! ensuring equipment is used safely and for its intended purpose
- ! having good awareness of issues to do with safeguarding and child protection and taking action when appropriate
- ! following our principles, policies and procedures, including our policies and procedures for child protection/safeguarding, whistleblowing and online safety
- ! staying within the law at all times
- ! modelling good behaviour for children and young people to follow
- ! challenging all unacceptable behaviour and reporting any breaches of the



behaviour code to your session manager or Jim Reiss (managing director)

- ! reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures, this includes behaviour being displayed by an adult or child and directed at anybody of any age.

Rights

You should:

- ! treat children and young people fairly and without prejudice or discrimination
- ! understand that children and young people are individuals with individual needs
- ! respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- ! challenge discrimination and prejudice
- ! encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships

You should:

- ! promote relationships that are based on openness, honesty, trust and respect
- ! avoid favouritism
- ! be patient with others
- ! exercise caution when you are discussing sensitive issues with children or young people
- ! ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- ! ensure that whenever possible, there is more than one adult present during activities with children and young people. If a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults. If a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are
- ! only provide personal care in an emergency and make sure there is more than one adult present if possible, unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.



Respect

You should:

- ! listen to and respect children at all times
- ! value and take children's contributions seriously, actively involving them in planning activities wherever possible
- ! respect a young person's right to personal privacy as far as possible. If you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child/young person at the earliest opportunity.

Unacceptable behaviour

When working with children and young people, you must not:

- ! allow concerns or allegations to go unreported
- ! take unnecessary risks
- ! smoke, consume alcohol or use illegal substances
- ! develop inappropriate relationships with children and young people
- ! make inappropriate promises to children and young people
- ! engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
- ! let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- ! act in a way that can be perceived as threatening or intrusive
- ! patronise or belittle children and young people
- ! make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you. If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave DJ School UK. We may also make a report to statutory agencies such as the police and/or the local authority child protection services. If you become aware of any breaches of this code, you must report them to Jim Reiss (Managing Director). If necessary you should follow our safeguarding and child protection procedures found on our website here:

<https://djschooluk.org.uk/policies/>.