



# LEWISHAM MUSIC BEHAVIOUR POLICY

**Lewisham Music**  
The Green Man  
355 Bromley Road  
London SE6 2RP

020 3637 8088

[info@lewishammusic.org](mailto:info@lewishammusic.org)

[www.lewishammusic.org](http://www.lewishammusic.org)

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# LEWISHAM MUSIC BEHAVIOUR POLICY

This policy lays out Lewisham Music's expectations of behaviour in all its programmes, its procedures for rewarding good behaviour and the sanctions for unacceptable behaviour.

Lewisham Music provides high quality music programmes led by specialist tutors and the success of these programmes is built on three important areas: commitment, motivation and support.

Parents and students should be aware of their responsibilities in working with Lewisham Music to ensure all its activities are safe, rewarding and enjoyable, and that they make a positive contribution to all children and young people's musical and social development.

## AIMS OF THIS POLICY

- To create a safe, supportive and positive environment in partnership with schools, partner and associate organisations in which all children make music with enjoyment and learn to their full potential.
- To set out Lewisham Music's high expectations of behaviour and respect for all its staff, users, partners and stakeholders.

## EXPECTATIONS

### Children and young people

#### **General conduct**

Children will:

- observe all rules and regulations that are in place for the setting in which their Lewisham Music activity takes place (e.g. school, music centre, community centre, venue etc);
- address all adults and peers respectfully and kindly;
- follow instructions the first time they hear them from any adult with a responsibility for their care;
- walk quietly and sensibly in the corridors;
- only eat in the allocated areas;
- ensure all litter is put in the bins provided;
- treat all school and Lewisham Music equipment with respect and care.

#### **In lessons**

Children will:

- participate fully in the lesson activities;
- have the correct equipment, including instrument and music as required by the tutor or music leader;
- support effective teaching and learning by behaving well;
- support other pupils' learning by behaving well;
- always try their best and ask if there is a problem.

### Teaching staff

Teaching staff will:

- provide a safe and secure learning environment;

- plan for each lesson and have all of the necessary resources to ensure that all children are appropriately engaged;
- develop class routines in partnership with the children;
- recognise good behaviour and offer praise and positive reinforcement;
- use a calm, firm voice to address poor behaviour, but never shout;
- apply sanctions fairly and consistently;
- be responsible, alongside management and administration staff, for monitoring and moderating children's behaviour, and for safeguarding in accordance with agreed policies and protocols;
- approach situations openly and without prejudging what has happened.

### **Management and Administration staff**

Management and administration staff members will:

- ensure provision of a safe and secure learning environment;
- communicate with pupils, parents and carers with respect and equanimity;
- be responsible, alongside tutors and tutor teams, for monitoring and moderating children's behaviour, and for safeguarding in accordance with agreed policies and protocols.

### **Visiting staff**

Visiting staff working on behalf of, or in association with Lewisham Music will:

- be made aware of this policy, in addition to Lewisham Music's Safeguarding Policy, Staff Code of Conduct and other relevant policy documents
- be required to confirm acceptance of these policy's terms and conditions

### **Parents and Carers**

Parents and carers will:

- ensure their child attends regularly and punctually;
- contact the school, Lewisham Music office or Saturday Centre administrator as appropriate if their child cannot attend a Lewisham Music activity (lesson, ensemble or choir, holiday course, project, after school or Saturday session);
- make sure their child has all necessary equipment;
- ensure that their child commits to an adequate practice routine at home, and supervise practice as required
- discuss the Lewisham Music's expectations of behaviour with their child and talk about their child's behaviour if there is reason to do so.

## PROCESSES FOR DEALING WITH BEHAVIOUR CONCERNS

<b>Behaviour that disrupts students' learning</b>
<ul style="list-style-type: none"><li>• <b>Not participating fully in the lesson</b></li><li>• <b>Not bringing in the correct equipment</b></li><li>• <b>Not listening to instructions, or to other members in the group</b></li></ul> <p style="text-align: center;">↓</p> <p><b>Verbal warning</b> (If behaviour doesn't improve following a verbal warning, the issue will be escalated to a manager.)</p>

<b>Behaviour that disrupts the learning of others</b>
<ul style="list-style-type: none"><li>• <b>Repeated behaviour of any of the above</b></li><li>• <b>Distracting others in the group</b></li><li>• <b>Repeatedly talking whilst the teacher is talking</b></li><li>• <b>Being unsupportive to others in the group</b></li><li>• <b>Failing to follow a request from a member of staff</b></li></ul> <p style="text-align: center;">↓</p> <p><b>Report by member of staff to the school manager (e.g. Headteacher) or Lewisham Music manager (e.g. Head of Saturday Music Centre, or Chief Executive) who will speak with the pupil as appropriate</b> (If behaviour doesn't improve following intervention by a manager, the issue will be escalated and parents will be contacted by the school or Lewisham Music manager.)</p>

<b>More serious incidents</b>
<ul style="list-style-type: none"><li>• <b>Being unkind to another member of the group or Centre</b></li><li>• <b>Damaging school or Lewisham Music property</b></li><li>• <b>Arguing or acting disrespectfully towards a member of staff</b></li><li>• <b>Failing to follow instructions, especially those relating to health and safety, or the welfare of other pupils/staff at the centre</b></li><li>• <b>Failure to attend sessions</b></li><li>• <b>Interfering with other people's possessions</b></li><li>• <b>Bullying*</b></li><li>• <b>Fighting</b></li></ul> <p style="text-align: center;">↓</p> <p><b>Parents contacted by school or Lewisham Music manager. Lewisham Music reserves the right to exclude any pupil from its activities in the event that its policies have not been observed.</b></p>

\* Please note, instances of bullying of any kind will not be tolerated and will be taken very seriously. Any report of this behaviour will be investigated fully in line with Lewisham Music's anti-bullying policy (see Appendix). Parents and carers of all involved parties will be informed.

## APPENDIX

### LEWISHAM MUSIC ANTI-BULLYING POLICY

LM (Lewisham Music) is committed to a policy of inclusion and to equality and justice. We believe that bullying behaviour is totally unacceptable. We believe that where bullying is challenged effectively pupils will feel safe and happy and we will demonstrate an organisation that cares.

#### **Aims**

Within LM we aim to ensure

- all children to feel safe, to learn, to enjoy playing their musical instrument or sing in the company of others
- all children to be treated fairly, with respect and dignity
- we listen carefully to what children have to say and treat all children's accounts seriously.

#### **The nature of Bullying**

There are many definitions of bullying, but it is generally accepted to be:

- deliberately hurtful (including aggression)
- repeated often over time
- difficult for victims to defend themselves against.

Bullying can take many forms, but three main types are:

- physical - hitting, kicking or taking belongings
- verbal - name calling, insulting, making offensive remarks
- indirect - spreading nasty stories about someone, unreasonable exclusion from social groups, being made the subject of malicious rumours.

Research shows that name calling is the most common direct form. This may be because of individual characteristics, but pupils can be called nasty names because of their ethnic origin, nationality or colour, or some form of disability. Pupils' understanding varies with age, younger children may confuse bullying with fighting and nasty experiences generally - making it difficult to identify actual bullying. Junior and secondary school pupils tend to develop a more mature understanding.

#### **Involving Parents**

Parental support is key to the success of our Anti-Bullying Policy. We aim to consult and communicate with parents when the need arises.

#### **What should Parents do if they feel their child is being bullied?**

Any parent contacting LM with a concern will always be taken seriously.

The first point of contact for the parent is a member of LM staff. As LM staff we will follow the following steps:

- Recognise that the parent may be angry or upset
- Keep an open mind – bullying can be difficult to detect, so a lack of staff

awareness does not mean that no bullying has occurred

- Remain calm and understanding
- Make it clear that LM does care and that appropriate action will be taken
- Explain the agreed procedures and policy and ensure these are followed

If a parent doesn't feel that the situation has been dealt with adequately by the member of LM staff, then the next stage of the complaints procedure is to contact the CEO.

**Strategies in LM to prevent bullying behaviour include:**

- recording incidents and keeping records
- being aware that even the youngest children can understand the consequences of their own actions
- listening carefully to pupils and providing opportunities for them to express views and opinions - for example during break time
- involving parents
- including all staff in Safeguarding Children training
- involving parents, children and staff in the development of the Anti-Bullying Policy
- teaching children to say 'no' when appropriate or to get help

**Dealing with Reported Incidents of Bullying, LM will adhere to:**

- never ignore suspected bullying
- not make premature assumptions
- listen carefully to all accounts – several pupils saying the same thing does not necessarily mean they are telling the truth
- adopt a problem-solving approach
- follow up repeatedly, checking bullying has not resumed

If a child has been involved in bullying, the action followed will depend on the severity of the incident. However, a hierarchy of sanctions will be followed which are set out below. Depending on the severity of the incident

**We will** - warn them not to do it again

**Then** - if it is serious or the child has repeated the behaviour after being warned a telephone call will be made or a letter will be sent to their parents/carers. This procedure will be dependent on the age of the child.

**Then** - parents/carers will be invited to the LM office to discuss the incident.

**Then** - parents will be invited again to review progress and/or for a final warning before exclusion.

**Then** - the CEO may make the decision to exclude the child immediately. The parents/carers have a right of appeal.

**Monitoring and Evaluating the Policy**

The policy will be regularly monitored and evaluated by the CEO and LM staff, through the following methods:

- Checking incident book for frequency of incidents
- Talking with pupils e.g. in break time
- Observation during LM activities
- Small group interviews – or individual interview.