



# Policy Documents & Procedures

## Unacceptable Behaviour Policy

THIS POLICY HAS BEEN WRITTEN FOR THE PURPOSE OF CLARIFYING PROCEDURES IN THE EVENT OF UNACCEPTABLE BEHAVIOUR EITHER AT OUR CLASSES OR PERTAINING TO OUR CLASSES. IT IS AVAILABLE ONLINE TO ALL OF OUR MEMBERS.

**Principal:** Lucy Merrett (01622 277027)

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### Statement of Intent

Flair Performing Arts take the matter of the health and safety of our teachers, the children on our premises and their parents / guardians seriously. This extends not only to their physical well being but also to their emotional and psychological well being. In the event that unacceptable behaviour is deemed to have taken place either directly at, or pertaining to our school, members, teachers or classes; either physically, verbally or on social media, it may be necessary to remove staff, volunteers or members from the school on a temporary or permanent basis and with regards to the latter, end our association with them.

### Aims

To ensure that Flair is a safe, inclusive and tolerant environment for teachers & members to attend free from worry or risk of being exposed to unacceptable behaviour.

### Definitions

Unacceptable behaviour may include:

- Bullying (either physical or psychological).
- Aggressive or confrontational actions.
- The use of inappropriate language on the premises or in close proximity to members at events arranged and run by Flair Performing Arts.
- Loud or gregarious behaviour which could be deemed to be upsetting or offensive.
- Non-payment or repeated late payment of fees or other monies due.
- Poor treatment of the physical surroundings in which classes or events take place.
- Failure to adhere to the working practices of the settings in which we hold our sessions.
- Undermining the teachers authority in their class.
- Undermining the Principal by challenging their professional judgement in anything other than direct written form. Or continuing to question their judgement after such time as the Principal considers a matter has been adequately addressed.
- Failure by teachers or volunteers to adhere to our working policies, signed or otherwise.

The aforementioned list is by no means exhaustive; common sense and ultimately the Principal's discretion is used to clarify whether certain actions are or are not deemed unacceptable.

## Decisions

The Principal will make a decision on whether a person or persons shall be removed from the school based on the following:

- Direct reporting of an event to them by a member, teacher or other.
- Evaluation of the available accounts pertaining to reported incidents.
- Any past dealings with the person or persons.
- Their own personal discretion and professional judgment.

## Methods

Members will be advised of any action (temporarily or permanently removed from our classes) in writing; either by email, text, post or all of the aforementioned. It is a member's responsibility to ensure their details are current and up to date with us.

Anyone who has been party to the reporting of the incident will be advised of its outcome either verbally or by the written means above.

Teachers will be advised either verbally or by the written means above if there are any changes to their classes due to the exclusion of members and will uphold the Principals decision in their lessons.

## Remuneration

Remuneration will not immediately be given to participants whose session is either stopped or interrupted by unacceptable behaviour. We will try our best to provide a catch up class or add time on at a suitable point in time in order to cover what has been missed.

No remuneration will be given to members who are removed from the school. They will not be compensated for any sessions, events, deposits, tickets or other such financial commitments that they have made to the school or its associated parties in the event that they are removed.

Teachers will be fully remunerated for any sessions that they teach or begin to teach, which are halted due to unacceptable behaviour. Any sessions which are cancelled in advance due to incidents which arise and are therefore not taught or begun to be taught will not be remunerated.