Our code of conduct is based on good practice for youth clubs and similar organisations and is regularly reviewed.

**\*BY BECOMING A MEMBER OF THE LYDNEY YOUTH HUB YOU AUTOMATICALLY AGREE TO ABIDE BY IT\***

**WE WILL:**

* sign in when we arrive and if we do not have permission to leave the premises we must stay until the end or until we are picked up by parent/ guardian.
* Sign out on leaving the building.
* take responsibility for making sure we know what is going on.
* respect ourselves, other people, equipment, and property.
* help as much as we can (i.e., tidying up, putting rubbish in the bin etc.).
* be careful of our relationships with others.
* HAVE FUN!

**WE WILL NOT:**

* accept any form of bullying, exclusion of members, or gang-forming.
* Accept any form of physical violence.
* Tolerate vulgar gestures, abusive or obscene language, including but not limited to, racial, sexual, or religious references, directed at other members, guests or staff.
* expect others to do it for us. We all help to make the Club the best it can be.
* exhibit PDA’s (public displays of affection)
* bring drugs, alcohol, energy drinks, illicit substances, or dangerous items to club.

**GENERAL**

* smoking is not permitted anywhere around the premises by law.
* personal possessions are your responsibility. If it breaks Lydney Youth Hub cannot replace it.
* energy drinks are not allowed.
* if we do not like the way others treat us, we will tell staff, not deal with it ourselves.
* if you or your parent has a problem with Lydney Youth Hub, please tell a member of staff and follow the official complaints procedure.
* Please do not invite friends along without first making sure they have completed a membership form.
* No young person should be behind the counter, or in the toilet area in groups.

**SANCTIONS**

* official warnings are recorded.
* Deliberate damage and breakage due to negligence or misuse will be paid for by the individual concerned.
* Members who severely or continually break the Code of Conduct may be dismissed from Lydney Youth Hub. The board of trustees will make this decision following investigation.
* should a criminal act be committed, we will involve the Police.
* BANS: You can be banned for any period or completely. In some cases, an immediate ban may be deserved for extreme behaviour.

**WARNING SYSTEM EXPLAINED**

|  |  |  |  |
| --- | --- | --- | --- |
| Verbal reminder | 1st Official Warning | 2nd Official Warning  **Contact Home** | 3rd Official Warning **Suspended** |
| Following suspension, a member and parent meeting with the Youth Leader will take place before return is allowed. | | | |
| Verbal reminder | 4th Official Warned | 5th Official Warning **Suspended** |  |
| Following suspension, a member and parent meeting with the Youth Leader and other club representative will take place before being return is allowed. | | | |
| Verbal reminder  **Contact Home** | 6th Official warning  **Suspended** | Suspended Referral to committee/trustees to investigate and instigate suspension/dismissal investigation process if necessary. | |

If we need to, we will bypass warnings and issue automatic suspension.

**THE ABOVE GIVES PLENTY OF OPPORTUNITIES TO LEARN FROM ANY MISTAKES!**

**Signed by the board of trustees:**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Signature** |
| **Trustee 1** |  |  |
| **Trustee 2** |  |  |
| **Trustee 3** |  |  |
| **Trustee 4** |  |  |
| **Trustee 5** |  |  |
| **Trustee 6** |  |  |
| **Trustee 7** |  |  |
| **Trustee 8** |  |  |
| **Trustee 9** |  |  |
| **Trustee 10** |  |  |

Next Review date: October 2023

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| **Version** | **Date** | **Amendments** | **By Whom** |
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