With our camps we wish for all of our attendees to have a fulfilling time and creating an environment they can thrive in whilst having fun. For this to be done, we do ask that your children follow certain rules and regulations. If these rules and regulations are not adhered to, it could ultimately lead to dismissal from the venue and under the camp leader’s discretion, removal from any other days booked on for. This document has been developed to ensure children know what behaviour is expected of them and what will not be tolerated during their time at the camp here at Lync Kids. This will be displayed and made visible for the children to be reminded of what is right and wrong.

**Attendees are expected to:**

* Be kind / friendly toward their peers
* Listen to their peers
* Be helpful toward staff, volunteers and their peers
* Co-operate with staff, volunteers and their peers
* Have good manners
* Join in and engage each task / activity to the best of their ability
* Respect each other’s differences
* Treat staff and volunteers with respect
* Report anything that worries them or concerns them to **the camp leader**
* Follow this code of conduct

**Attendees should not in any circumstance:**

* Harass, pick on or make fun of each other
* Bully one another
* Stare at or pull an unkind facial expression toward their peers
* Raise their voice, yell or shout at staff, volunteers and their peers
* Be abusive in any way (both verbal and physical abuse)
* Use equipment to be abusive
* Use equipment inappropriately
* Use their phones (they can however keep them in their bags)
* Breech this code of conduct

**3-Tier Behaviour structure**

To ensure attendees of Lync Kids sessions are using appropriate behaviour and respecting the staff, the premises and their peers, we have developed our own 3-tier behaviour pathway to follow in the case of any child misbehaving. Please see below for details:

1. If a child or young person breaches the code of conduct for the first time, the most appropriate action taken will be to remind them of the rules and regulations. The child’s behaviour should then be closely monitored by staff to ensure they have had a positive response from the warning given.
2. If their behaviour still continues to be poor, a “cooling off” period should be allocated with appropriate duration being set by the staff dealing with the incident. This will mean they are allocated a quiet space to reflect on their poor choices and be given the opportunity to respond in a positive way after this has been put in place.
3. At this point if steps 1 and 2 have been taken and already followed, it is down to the lead staff members discretion weather step 2 should be repeated to give them further opportunities to redeem themselves and get their behaviour back on the right path. If their behaviour doesn’t improve then parents will be contacted to collect their child at the earliest of their convenience from the venue. The child will not be allowed to join the any of the activities whilst waiting for a parent / guardian to collect them. \*If for any reason the behaviour is deemed as a potential safety risk to staff, other peers or themselves then the lead staff member has the authority to skip steps 1 and 2 and go straight to step 3.\*

**\***Before signing the code of conduct document, it is the parent / guardian’s sole responsibility to ensure their child has read through with assistance (if needed) the code of conduct and understands what is expected of them during their time with us. If as a parent or guardian or your child has any queries about this document and wish for clarification before signing, please email us for more info. Please sign this document and send through to [lynckids@lyncactive.co.uk](mailto:lynckids@lyncactive.co.uk) when complete.**\***

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| --- | --- |
| **Childs Full Name:** |  |
| **Parents Full Name:** |  |
| **Parents Signature:** |  |
| **Date:** |  |