



Drive Lounge Academy Children & Parents Code of Conduct

Drive Lounge Academy is fully committed to safeguarding and promoting the wellbeing of everybody who attends our events, clubs and learning sessions. We believe that it is important that participants, coaches/instructors, administrators and parents show respect and demonstrate an understanding for the safety and welfare of others.

Drive Lounge Academy should be a positive experience for young people, where they can learn new things in a safe environment. Parents are encouraged to read our code of conduct with their children and talk about the way they are expected to behave when they attend.

Introduction

We expect all of our young people to be follow these important values:

- **HONESTY:** We expect everybody to be honest and play fairly with others.
- **ENTHUSIASM:** We expect everybody to have a positive attitude, give everything a go and take part with lots of energy.
- **RESPECT:** We expect everybody to be respectful to others, including tutors and guests, and treat our equipment as if it is their own.
- **ATTITUDE:** We expect everybody to try their best and be a positive role-model.

There are key things that we will not accept. These include but are not limited to:

- Violence
- Bullying
- Using foul, abusive or offensive language
- Using mobile phones during activities
- Not respecting differences between everybody in terms of age, gender, race, ethnic origin, religious beliefs, sexual orientation or disability.

Children

Every effort has been taken to ensure the children are safe, well cared for and have a positive experience while attending the scheme.

1. The children are expected to have regard for their own and others' safety and well being;
2. The children are expected to respect their own and other people's property;
3. The children are expected to help one-another;
4. The children are expected to be polite and respectful towards the staff;
5. The staff are expected to be polite and respectful to the children;
6. We will not tolerate any bullying or prejudice;
7. We will not tolerate any bad language
8. The children must follow the instructions of the staff or the professionals leading the activities.

Drive Lounge Academy staff will support the children to behave appropriately and to follow this code of behaviour. However, in the event that a child breaks the code, Drive Lounge Academy staff will take the following action:

Step 1

If a child misbehaves the activity leader should take the child to one side and explain what they have done wrong and why it is not acceptable. Indicate the behaviour that is acceptable, so they have the means to improve.

Step 2

If the poor behaviour continues the leader should give the child a timeout from the activity (the timeout should be no longer than the child's age in minutes). They should reinforce what behaviour is acceptable. The member of Drive Lounge Academy staff will then inform the authorised adult picking the child up, highlighting the situation that occurred. The timeout must also be documented on an incident form.

Step 3

If after following steps 1 and 2 and discussions with the child's parents/guardians the behaviour does not show a marked improvement, the Drive Lounge Academy staff should discuss part exclusion with Drive Lounge Academy Head Office. If all are in agreement, the Drive Lounge Academy staff or Head Office will contact the parent(s)/guardian(s) to request they pick the child up straight away. They will record what has happened on an Incident Report Form. This is referred to as part exclusion: the child will be allowed back for any subsequent days booked however the parent(s)/guardian(s) needs to be clear that this is the child's final warning and without a significant improvement in behaviour the child could be excluded for the remainder of event or club.

Step 4

If no improvement in behaviour is seen the Drive Lounge Academy staff and Head Office will review the situation. If deemed completely unmanageable or dangerous to others, the Drive Lounge Academy staff will contact the parent(s)/guardian(s) and the child will be excluded permanently for the rest of the event or club.

If deemed necessary, Drive Lounge Academy reserves the right to exercise any step of the steps to deal with poor behaviour above at any stage. In the event that a child is excluded, no refund will be made for any remaining days booked, and any costs associated with the exclusion, will be the parent(s)/guardian(s) responsibility. The parent(s)/guardian(s) will be expected to collect when informed of the exclusion. All exclusions (Steps 3&4) will be recorded at Drive Lounge Academy Head Office. Any child permanently excluded may not be allowed to enrol on any future events or clubs at any Drive Lounge Academy venue.

Parents and guardians

In order to provide a safe, secure and positive environment for children to participate in activities, we ask for the help of parents and guardians.

We ask parents and guardians to:

- 1) Arrive on time
- 2) Collect children at the allotted times
- 3) Bring children with everything they need to participate: comfortable

clothing, trainers or soft-soled shoes, spare clothes (if required), a water bottle and enough

lunch and snacks to sustain their energy levels.

- 4) Fill in a medical document (if necessary) and hand all medication to our coaching team.
- 5) Respect staff and their decisions
- 6) Be a positive role-model for children
- 7) If you are booking online, you will be asked to confirm that you have read the code of conduct. By completing the booking, you are agreeing to the terms above