



PRO CORDA BEHAVIOUR POLICY

June 2024

Date of Approval	Designated Safeguarding Lead	Safeguarding Trustee	Review Date
01/02/2024	Andrew Quartermain, CEO	Jane Fenoulhet	01/01/2025

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1.0 Introduction

Good behaviour is an essential ingredient of an effective and productive experience at Pro Corda. Good behaviour is founded on the twin principles of respect for other people and respect for oneself. A successful programme requires a caring, supportive and disciplined environment, reinforced by positive attitudes and protection from negative and disruptive behaviour.

This policy explains what is meant by good behaviour and sets out the standards that are expected at Pro Corda.

2.0 Scope

This policy applies to all directors, trustees, staff and course participants of Pro Corda. It also applies to parents and carers of course participants at Pro Corda, who must formally confirm that they will abide by our policies when their children participate in our programmes.

Pro Corda must ensure that the contents of this policy are communicated to all staff. This communication must be evidenced in writing and refreshed on an annual basis. All parents must formally accept this policy when their children join a Pro Corda course and this acceptance must be evidenced in writing.

3.0 Definitions

Behaviour - The way someone conducts themselves in relation to other people. Good behaviour involves politeness, respect, manners, discipline and an acceptance of the customs and rules of the charity. Bad behaviour is the opposite of this.

Child - Anyone under the age of 18.

Student - Anyone enrolled on a Pro Corda course.

Staff - Anyone employed including volunteers, trustees or staff at Pro Corda.

Course – A course, workshop, or individual tutoring session.

4.0 Policy

Directors, trustees, staff, volunteers and course participants of Pro Corda are expected to always display good behaviour, both within and outside the premises.

Parents are expected to display good behaviour when they are on the premises of Pro Corda and the surrounding environment and to support staff in applying this policy.

Course participants are expected to take responsibility for their own behaviour and be aware of the policy and its associated procedures.

Course participants have responsibility to ensure that incidents of disruption, violence, bullying, harassment, or any other form of bad behaviour are reported.

Course participants must not bring Pro Corda into disrepute by their actions outside school.

Bad or disrespectful behaviour by course participants to staff will not be tolerated and offenders will be subject to sanctions.

Violence to staff will be referred to the police, as well as being subject to sanctions. Directors, trustees, staff, and volunteers must promote good behaviour and be role models for Pro Corda. Specifically, they must demonstrate self-discipline, fair play, equal treatment for all, proper regard for authority and must promote positive relationships based on mutual respect.

Directors, trustees, staff and course participants must treat parents and members of the community with respect. It is the aim of Pro Corda to work in partnership with all parents to help develop the full potential of their children.

5.0 Disputes

Any parent who has a concern or complaint regarding the application of this policy should bring this to the attention of the CEO: Andrew Quartermain.

Any member of staff who has a complaint regarding the application of this policy should follow the procedures set out in the Staff Grievance Policy.

6.0 Review

Pro Corda must formally review and re-approve this policy every year.