

# Attendance and positive behaviour support policies

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We want everyone's experience at The Marlowe Youth Company to be positive, enriching and help build a lifelong love of theatre.

It is important that everyone has a good experience. This is just as important as putting on great shows. How we act off-stage is very important.

This document is to support everyone in the group to have the best experience possible.

## Attendance Support

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We would love everyone to be at every session. We do know this can't always happen. Coming to as many sessions as possible is part of having a good experience at Youth Company.

Sessions can build on from the week before. If you miss a session, you might miss out on building knowledge and skills. This may affect your enjoyment because you feel behind or don't understand what is going on.

Making theatre is something we do together. If you miss sessions, you will affect other people. If you miss sessions when we are rehearsing, you will stop the group from doing their best work. If you miss sessions a lot, we might give your role in a show to someone else. You won't always be rehearsing for a show at Youth Company, but we still want you to show your commitment by being at every session possible.

If you are going to miss a session, please tell us in advance by emailing [creativecompanies@marlowetheatre.com](mailto:creativecompanies@marlowetheatre.com).

There are some rehearsals that you need to attend, especially when we are in production week (the week your show is on). If you can't attend them, you may not be able to perform in shows.

We commit to supporting attendance in Youth Company by:

- Providing a schedule of sessions, including production week dates and approximate times in the first week of term.
- Keeping a record of attendance and asking about any unnotified absences.

We will act if your attendance becomes a problem. This will be for any individual who:

- Is repeatedly late (unless we are told and agreed this is OK).
- Misses more than two sessions (without telling us why).
- Leaves a session early (unless we are told and agree this is OK).
- Often 'drops out' of a session by refusing to participate in activities.
- Repeatedly misses sessions (even if notified) for reasons that show a lack of commitment to the group.

### These are the steps we will take:

#### Step One

We will talk about the situation and look at what support we can offer. This will be discussed between the Youth Company Member, Marlowe Staff, and their parents/guardians.

#### Step Two

If attendance does not improve, an email will be sent, warning that their place in the group may be withdrawn.

#### Final Steps

Marlowe Staff will contact parents/guardians to tell them that they have lost their place in the Youth Company. No refunds will be issued. If the young person wishes to return at a later stage, they will be placed on the waiting list.

To tell us about an absence, please email **creativecompanies@marlowetheatre.com**.

In the case of emergencies or last-minute illnesses, please call the Learning and Participation phone on **07715 632002** to speak to our Young People's coordinator or leave a message.

I agree to the terms of the Attendance Support Policy.

|                                                                       |
|-----------------------------------------------------------------------|
| Youth Company Member name                                             |
| Signature of Youth Company Member<br>(if over 18 years)               |
| Signature of parent/guardian/carer<br>(if participant under 18 years) |
| Print name                                                            |
| Date                                                                  |

## Positive Behaviour Support Policy

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The most important thing at Youth Company is that everyone is respected, feels valued and is safe. We want the actions of all Youth Company members to help create a friendly and safe environment so everyone can grow and have a good experience. This is what we mean by positive behaviour.

We understand that there are many things that influence the way a person behaves. We will respond to challenging behaviour with consideration of extra support that the young person may need.

We commit to supporting positive behaviour by:

- Workshop leaders and assistants encouraging positive actions through praise. This might be because you have tried something new, done something nice for someone, or helped with something like tidying up.
- We will make sure sessions are designed for the group's age and ability, have a mix of things to be curious about, and are about fun and creativity.
- We will respond quickly if we notice that something or someone is disturbing or upsetting you.

We ask for care, kindness and respect when interacting with other Youth Company Members, Marlowe Staff, workshop leaders and assistants. We will act if we feel that your actions are damaging or unsafe to yourself, others or property. This is what we mean by "unacceptable behaviour" and includes but is not limited to the following:

- Words or physical actions meant to hurt others. This includes unacceptable language\*, which is any discriminatory language like racism, ablism, sexism, homophobia or transphobia.
- Behaviour that could damage any building, furniture, equipment, or personal belongings, including incorrect disposal of chewing gum.
- Actions that continuously disrupt the session like interrupting instructions, talking too much when you have been asked not to, or disrupting others when they are involved in an activity.
- Unwanted touch, or sexual words or actions.
- Smoking, vaping, drinking energy drinks on-site, having alcohol or drugs on site, or being under the influence of drugs or alcohol during a session.

\*Our definition of 'unacceptable language' does not necessarily exclude the use of swearing. We recognise the place swear words and slang have in culture, including their appearance in play texts that we sometimes use. We will consider age-appropriateness and promote understanding of where and when such language can be used and its impact.

If a young person's behaviour at Youth Company is disruptive or unacceptable, with consideration of the individual needs of the young person, the following steps may be taken:

### Step One

- The behaviour will be brought to the attention of the young person. The young person will have a chance to talk about why they might be behaving in this way. They will be asked what they can do to improve the situation. An agreement is reached before they return to the activity.
- Extra support to change how they are acting can be given. This may include one-to-one support from workshop assistants.
- All verbal warnings will be reported back to our Learning and Participation team.
- If a verbal warning is given three times within a session, then we would need to move on to step two.

### Step Two (If the behaviour continues)

- The individual will be asked to step outside the room.
- At this point, a Learning and Participation staff member will have a discussion with the young person about their behaviour and try to reach an agreement before deciding on the next step.
- This may be to take some time out, only returning to observe, giving an apology, etc.
- Parent/carers will be contacted to discuss behaviour that has reached this stage. We will look into ways to support the young person to not repeat unacceptable or disruptive behaviour.
- If unacceptable or disruptive behaviour returns in following sessions, we will move on to step three.

### Step Three (If the behaviour continues or returns)

- A meeting will be set up between the Learning and Participation Manager, the young person and parents/guardians.
- An agreement will be drawn up between The Marlowe and the young person (and their parent/carer), outlining clear guidelines for the young person to adhere to should they wish to continue with the group.

### Final Steps

Should disruptive or unacceptable behaviour continue, then we would action what is outlined in the agreement (made when we met as per step three). This will be discussed with both the young person and parents/guardians before the action is taken. In extreme cases we reserve the right to remove the young person from the programme. We would do everything in our power to encourage positive behaviour before this measure had to be taken. No refunds will be issued.

I agree to the terms of the Positive Behaviour Support Policy.

Youth Company Member name

Signature of Youth Company Member  
(if over 18 years)

Signature of parent/guardian/carer  
(if participant under 18 years)

Print name

Date