



Lancaster Community Music Trust

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POLICY STATEMENT ON BEHAVIOUR MANAGEMENT

The Trustees of the Lancaster Community Music Centre appreciate that the majority of people of all ages who visit the Music Centre on a Saturday morning show full respect for the property and people they come across. From time to time, however, incidents have occurred where intervention by members of the Music Centre has been necessary.

It should be clearly understood that for members of the Music Centre who are under the age of eighteen years it is the responsibility of the parents or guardians of those young people to ensure their well-being is maintained and that their behaviour is satisfactory.

It should be further understood that the Music Centre operates as a co-operative and, as such, it is a shared responsibility between all of the members to help maintain an environment of calm and order, so that individuals and groups may pursue their musical interests and activities. In this respect all members should be prepared to help with small matters such as checking running in corridors, litter, and excessive noise. More serious matters such as failure to comply, or damage to buildings or property should immediately be referred to the office or failing this, to any Trustees named on the notice board.

We should always remember that the Music Centre rents the property of the school for only a short period of the working week and that we should therefore be prepared, as far as possible, to leave it in as good condition as we find it. In this respect members should be encouraged to leave classrooms tidy, return any books and equipment borrowed, and put chairs and tables back into their original positions.

Disciplinary Procedure

All stages of the procedure will be recorded in a book specifically kept for this purpose. This book will be held in the office.

1. An informal verbal reprimand by a Trustee.
2. A formal reprimand delivered privately by a Trustee, in the presence of another trustee. The parent(s) or guardian(s) of pupil(s) under the age of eighteen years will be informed of the reprimand. At this stage the co-operation of the parents/guardians would be expected.
3. A formal written notification signed by three Trustees to be presented to the parent(s) or guardians(s) of the person(s) concerned, the notification to detail immediate suspension from the Music Centre. The decision to resolve by reinstatement or expulsion will be taken at the next meeting of the Trustees.
4. In the event of an extreme incident, notification detailing the immediate suspension from the Music Centre may be given to the parent(s) or guardians(s) of the pupil(s) concerned.
5. Appeals against suspension or pending suspension will be heard at the appropriate meeting of the Trustees.

Approved by the Trustees 6 December 1999, Revised 12 October 2006