

# ACT 2 CAM Behaviour Management Policy

## 1. Purpose

To ensure that all students, staff, volunteers, and visitors can participate in ACT 2 CAM activities in a **safe, respectful, and inclusive environment**, free from bullying, harassment, or intimidation.

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## 2. Scope

This policy applies to:

- All children and young people participating in workshops, camps, rehearsals, or off-site activities.
  - All staff, tutors, and volunteers.
  - Parents, carers, and visitors while engaging with ACT 2 CAM activities.
  - Online and digital interactions connected to ACT 2 CAM (e.g., online classes, social media groups).
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## 3. Definitions

**Bullying:** Repeated, intentional behaviour causing **physical, emotional, or psychological harm**, including:

- Physical: hitting, pushing, or aggressive contact.
- Verbal: name-calling, threats, homophobic, racist, or sexist comments.
- Social/Relational: exclusion, spreading rumours, intimidation.
- Online/Cyber: harmful messages, images, or social media harassment.

**Harassment:** Unwanted behaviour that **violates dignity or creates an intimidating, hostile, degrading, or offensive environment**, including:

- Sexual harassment

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- Discriminatory harassment (based on race, gender, disability, religion, sexual orientation)
  - Persistent unwelcome attention or intimidation
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### 4. Policy Principles

- Bullying and harassment are **unacceptable and will not be tolerated**.
  - **Early intervention** is key: staff will act promptly when bullying or harassment is suspected or reported.
  - **Restorative and supportive approaches** are preferred for minor incidents, with clear escalation for serious or repeated cases.
  - All actions are consistent with:
    - **KCSIE 2025**
    - **Working Together 2023**
    - **Safeguarding & Child Protection Policy**
    - **Equality & Diversity Policy**
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### 5. Preventative Measures

- Clear expectations set during induction, workshops, and camps regarding respectful behaviour.
- Code of conduct displayed and shared with all students and staff.
- Staff trained to:
  - Recognise bullying and harassment
  - Respond calmly and effectively
  - Promote inclusion and respect in creative activities

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- Encourage **peer support and mentoring** to reduce isolation.
  - Embed **digital safety training**, including cyberbullying prevention.
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### 6. Reporting Procedures

#### 1. Immediate Action

- Any staff member witnessing or suspecting bullying/harassment must **intervene safely** and report to the DSL (Stephen Woods: 07973 869477; Deputy DSL Tanya Card: 07525 835655).

#### 2. Student Reporting

- Students are encouraged to tell a trusted adult immediately.
- If uncomfortable, they may use an anonymous reporting mechanism (email or suggestion box).

#### 3. Parent / Carer Reporting

- Parents should contact the DSL or leadership team if they suspect their child is being bullied or harassed.

#### 4. External Reporting

- If required, reports may be escalated to Social Services, Police, or other safeguarding authorities (Front Door: 0345 2000 109; Emergency Duty Team: 0330 333 7475).
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### 7. Investigation Procedure

- The DSL or delegated staff will:
  1. Record the incident in detail (date, time, witnesses, impact).
  2. Speak confidentially with all parties involved.
  3. Assess severity and risk, applying a **graded response**:

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- **Low-level:** restorative approach, mediation, reflection activities
  - **Moderate:** behaviour plan, parental involvement, monitoring
  - **Severe / persistent:** suspension from activities, external referrals, safeguarding escalation
- Maintain **confidentiality** and access records only on a need-to-know basis.
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## 8. Support and Restoration

- Offer **emotional support** to victims (internal mentoring, external counselling if needed).
  - Engage **perpetrators in reflection and learning** to prevent repeat incidents.
  - Facilitate **reconciliation where safe and appropriate**.
  - Track follow-up to ensure the bullying/harassment has stopped.
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## 9. No Retaliation

- Retaliation against anyone reporting bullying or harassment is strictly prohibited.
  - Staff and students will be protected under whistleblowing procedures if they raise concerns in good faith.
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## 10. Roles & Responsibilities

Role	Responsibilities
<b>DSL / Deputy DSL</b>	Receive reports, investigate incidents, liaise with external agencies, maintain records.
<b>Leadership Team</b>	Oversee policy implementation, provide support to staff and students, review trends.

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<b>Staff / Tutors</b>	Observe, report, intervene safely, and foster respectful culture.
<b>Students / Participants</b>	Follow the code of conduct, report concerns.
<b>Parents / Carers</b>	Support policy, report incidents, participate in restorative measures where appropriate.

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### 11. Monitoring & Review

- All incidents are logged and reviewed to identify trends and improve practice.
  - Annual review of the policy by Leadership Team (or sooner if legislation/sector guidance changes).
  - Cross-referenced with:
    - **Safeguarding & Child Protection Policy**
    - **Equality & Diversity Policy**
    - **Behaviour Management Policy**
    - **Whistleblowing Policy**
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### Review

**Reviewed annually** or sooner if legislation, guidance, or operational requirements change.

**Externally Audited:** January 2026

**Next review:** January 2027