

PITSTONE PARISH COUNCIL

Youth Café Behaviour Policy

Pitstone Youth Café believe that clear behaviour guidelines and boundaries are required so that the café remains a safe and enjoyable environment for all of those that attend, and all our volunteers.

The below table summarises the consequences that will occur if a breach of the necessary standards occurs. It is not an exhaustive list, and the parish council / youth café reserve the right to adjust the consequences if felt necessary.

Category/Consequence	Offence Example
Advice to be given to the young person at the time of the incident	Smoking/vaping/snus at Cafe Hanging around in the toilets Excessive bad language Spitting where persons are seated Passionate kissing/Exclusive relationships Young People behind food serving area without permission Not treating venue/equipment with respect Sexual contact or behaviour
Re-entry Contract put in place for the following week Café Manager to liaise with the parents	Stealing from youth café or those attending Scratching/Play Fighting/Spitting as “fun” not violence Racist/Sexual verbal abuse Careless Damage Persistent defiance of cafe norms prior to advice
Immediate suspension for x number of sessions and/or immediate ban Café Manager to liaise with the Parents and involvement of Thames Valley Police to be Considered	Under the influence of drink/drugs Over age hanging around Over 18’s buying cigarettes/alcohol for under age Persistent defiance of cafe norms after advice Malicious damage to premises/equipment/team vehicles or property Sexual harassment of Café staff/volunteer team

Police Attendance/Prosecution	Breaking in to premises
Café Manager to liaise with	Dealing drugs in cafe or near area
TVP and parents	Refusal to leave premises after suitable attempts by management
Priority Offences for Management to be dealt with under one of the last two categories, depending on the severity of the incident	Aggressive behaviour Threat of violence, intimidation to team/clients/others Violence to team/clients/others

The policy will be made clear to all attendees via posters, and to all parents/volunteers via the issue of the policy pack, which will be done on at least an annual basis.

Whilst it would not be our wish to report any young person to Thames Valley Police, violence, abuse and malicious damage will not be tolerated, and cannot be permitted to ensure the safeguarding of the volunteers and other young attendees.

Parental co-operation with this policy would be appreciated.

The Pavilion is monitored by CCTV for the safety and security of our users and the premises. Where necessary, the authorised people may access the CCTV footage, to review any incident that has occurred and provide advice to the Café Manager. Parents should note that it may be necessary to share CCTV with the Café Manager for the purpose of identifying the individuals involved in any incident and/or the sequence of events. See separate CCTV policy.

Where the consequences define that the Youth Café manager will liaise with the parents, the Café Manager must ensure that this takes place as soon as the incident occurs, or immediately after the close of that café session. If further information is required eg witness statements or a review of CCTV footage, the Café Manager must still immediately contact the parent to advise that the child is being investigated, and then respond to them further once the investigation has concluded.

The Cafe Manager has the authority to call Thames Valley Police to attend any incident defined in the 'police attendance' category. For those incidents defined in the 'suspension' category, the Café Manager will liaise with the Parish Council prior to involving Thames Valley Police.

The Café Manager is responsible for upholding the agreed standards defined in this Behaviour Policy, and liaising with the parents/TVP as appropriate.

The Café Manager must also report all incidents to Pitstone Parish Council at the time of the incident, and provide a summary with the monthly invoice of any incidents that occurred during that month and the actions taken.

This policy was adopted by Pitstone Parish Council on 4/1/24.....

minute reference ... 245/23..... and will be reviewed on at least an annual basis (Action4Youth will inform all clubs of changes to existing legislation).

Signed on behalf of Pitstone Parish Council by:

D Nicholls

Chairman