

ASPIRE 2 SUCCEED would like to continue to ensure that the well-being of all mentees, mentors, and all of those that come in to contact with members of ASPIRE 2 SUCCEED. We need to represent a positive image to our community and each other. We are proud of our members who are representing themselves, their families, and ASPIRE 2 Succeed.

Our team of caring volunteers are committed, experienced professionals, who give their time freely to advise and support you to achieve your highest potential. Mutual respect is expected, and negative behaviour will prevent everyone working together in a safe and happy environment.

The following identified are areas of concern which needs to be addressed if they occur:

1. Bullying or/and harassment based on race, ethnic bias, gender, size, disability, sexual preference, religion, politics, ableism (in favour of able-bodied people) is not tolerated. This may be in the form of verbal, physical, written, electronic, social media abuse.
2. Extremist views will be challenged and dealt with appropriately according to the Prevent strategy. Incidents will be recorded and reported to parents/carers and mentors as well as challenged verbally. Mentors may also be guided to deliver guidance to their mentees around these areas.
3. Dangerous behaviour and destruction of private property during group sessions, mentoring sessions or visits will be recorded and reported to parents/carers as well as mentors. Compensation may need to be made by parents/carers to repair or replace damaged items.
4. The use of abusive or inappropriate language and inappropriate sexual behaviour will be challenged, recorded and reported to parents/ carers and mentors. The Aspire2 Succeed Safeguarding officer will also be informed, and decisions made about level of sanctions.
5. The playing, showing, sharing/distribution of inappropriate music/audio, pictures or videos are not acceptable, and incident will be recorded and reported to parents/carers. The Aspire2 Succeed Safeguarding officer will be informed decisions made about level of sanctions.

6. Phones should not be used during mentoring sessions or visits unless permission is given. Permission will need to be sought before recording sound or video or taking pictures. Phones should not be visible without permission and should be turned to silent unless granted permission by session leaders or mentors.

7. There is a **no Smoking policy** and no **Vaping policy** in place. Any incident will be reported to parents/carers and mentors for further health advice to the individual and help with cessation.

8. Aspire2 Succeed mentees should be respectful to all presenters especially guest speakers. When wanting to ask a question, hands should be raised, and mentees should wait patiently to be responded to. Mentees should think about the quality and appropriateness of their questions before they ask them.

Process of Sanctions if Behaviour Policy is not adhered to:

During Group sessions:

1. Verbal warning
2. Timeout with explanation
3. Discussion with parents/carers and Mentors
4. Written warning to parents/carers and Mentors
5. Immediate collection by parent/carer

During Mentoring sessions

1. Verbal warning
2. Discussion with parents/carers
3. Written warning included in feedback sheet and discussion with parents/carers.
4. Termination of mentoring session and review with ASPIRE 2 Succeed mentor lead.

Visits/Activities

1. Verbal warning
2. Discussion with student, parents/carers
3. Written warning
4. One to one supervision during all visits
5. Termination of visit/ activities and collection by parent where possible

Three written warnings will result in a fix term removal from the group.

Six written warning will result in removal from the group subject to appeal by parent/carer.

Process of Sanctions if Behaviour Policy is not adhered to:

During Group sessions:

6. Verbal warning
7. Timeout with explanation
8. Discussion with parents/carers and Mentors
9. Written warning to parents/carers and Mentors
10. Immediate collection by parent/carer

During Mentoring sessions

5. Verbal warning
6. Discussion with parents/carers
7. Written warning included in feedback sheet and discussion with parents/carers.
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Please sign and date below to show that you will adhere to and support the Aspire2 Succeed behaviour policy

Mentee Name: Signature
Date.....

Parent/Carer signature: Date

Thank you for your co-operation.