

Shine Ministry

179 High Road
Willesden
London NW10 2SD

Ministering to Young Girls, aged 11-16

Behaviour Policy

The behaviour policy outlines the expectations and consequences of poor behaviour and defines what we consider to be unacceptable behaviour including bullying, disrespect and discrimination.

Shine Ministry aims to create a positive culture that promotes excellent behaviour, through the consistent application of our behaviour policy that reflects our ethos and values, ensuring that all members have the opportunity to learn and grow spiritually in a calm, safe and supportive environment.

Behaviour that is unacceptable includes:

- Swearing.
- Failure to put phone away.
- Physical or verbal abusive towards each other or a member of staff.
- Walking away from a member of staff including going out of the building without permission.
- Actions that could bring Shine Ministry into disrepute such as bullying - both physical and verbal.

Persistent failure to adhere to rules will see sanctions applied.

Applying sanctions and systems for supporting behaviour

- If poor behaviour occurs in a session, the Shine Leader will call the young person's parent or carer, and/or escort the young person back to the main church building. A Safeguarding Officer will be informed, as well as the WDM Director a WDM board member and a Minister (optional).

- If the Shine Leader feels they have the situation under control the young person can remain in the session. Once the session or activity has ended, the matter should be reported to a Safeguarding Officer as well as the WDM Director, a WDM board member and a Minister (optional).
- If an incident occurs in the corridor or other spaces outside the room the session is being held in, the Shine Leader should raise an alert and seek support from other Shine Leaders.

Keeping a log of sanctions

- Shine Leaders will follow a TWO warning system prior to removal from a session.
- Write the young person's names down and ensure they understand they have been given a warning.
- In the event of continued disruption and failure to follow instruction, the young person must leave the session.
- Shine Leaders should aim to speak to the young person before the next session, to reset expectations and avoid a repeat of the poor behaviour.
- Shine Leaders should also seek advice and support from the WDM Director.

What	Conversations	Action
Remind: Warning 1	<ul style="list-style-type: none"> ▪ Discreetly remind the young person of the expected behaviour. 	<ul style="list-style-type: none"> ▪ Reminder for the young person about the behaviour policy. ▪ Make a note of the incident including date and the name of the young person.
Reflect: Warning 2	<p>If poor behaviour persists:</p> <ul style="list-style-type: none"> ▪ Inform the young person they will be given a 5-minute reflection time away from the activity, to give the opportunity for them to regulate their behaviour. ▪ Further failure to comply will result in removal from the session/activity. 	<ul style="list-style-type: none"> ▪ Reminder for the young person about the behaviour policy. ▪ Make a note of the incident including date and the name of the young person.
Remove	<ul style="list-style-type: none"> ▪ The Shine Leader will confirm to the young person that they have received two warnings and will be escorted from the session. ▪ The Shine Leader will organise a telephone call or face to face discussion with parent or carer. 	<ul style="list-style-type: none"> ▪ The young person will be removed from the session and escorted back to the main church building. ▪ A Safeguarding Officer will be informed, as

		<p>well as the WDM Director, a WDM board member and a Minister (optional) who will agree next steps and the appropriate course of action.</p>
--	--	---

Shine Leaders will employ the following strategies to support and encourage good behaviour from Shine members.

1. Stay Calm and Regulate Yourself

- Speak in a calm, even tone.
- Avoid raising your voice or showing frustration.
- Model the emotional regulation you want the young person to learn.

2. Validate Feelings

- Acknowledge their emotions: *“I can see you’re feeling really upset right now.”*
- Avoid judgment or criticism.

3. Offer Choices

- Give the young person a sense of control: *“Would you like to sit in the quiet room or talk to me outside for a few minutes?”*
- Choices should be limited and realistic.

4. Create a Safe Space

- Offer a quiet area where the young person can calm down.
- Ensure the safe space is supervised but not crowded or overwhelming.

5. Use Positive Reinforcement

- Praise small steps toward cooperation: *“Thank you for staying with me for a moment.”*

6. Avoid Power Struggles

- Don’t argue or try to “win” the situation.
- Keep communication short and simple.

7. Collaborate on a Plan

- When calm, involve the young person in problem-solving: *“What can we do next time to help you feel safe coming in?”*