

Woking Youth Theatre Disciplinary Procedure

Woking Youth Theatre (WYT) believe that in the majority of cases, behaviour that may be deemed as inappropriate can be re-directed as WYT members are reminded of their member contract, requested to stay on task, and be respectful to others, themselves and the environment in which they are present.

However, in the interest of fairness and to ensure that situations are handled appropriately, WYT have agreed the following disciplinary policy & approach. In circumstance where the situation involves a WYT member considered a child, this approach should be handled in conjunction with the Woking Youth Theatre Safeguarding policy.

Matters which may be dealt with under this disciplinary policy include, but are not limited to:

- general misconduct & poor behaviour
- misuse of facilities or properties
- poor timekeeping
- unauthorised absences
- rudeness or lack of respect to members or leaders/teachers
- bringing the reputation of WYT into dis-repute
- behaviour that disrupts the workshop or rehearsal for other members
- harassment or victimisation of others
- gross misconduct

Correction STEPS:

Step 1: Redirection with an Informal Conversation

The workshop leader or show production team member will have an informal conversation explaining the issue and encouraging the WYT member to appreciate the impact of their behaviour and make a change. This step can be taken up to 3 times before moving to Step 2 (For those considered children this conversation must also be in the presence of another adult e.g. workshop assistant, chaperone, parent/guardian or adult WYT member)

Step 2: Redirection with a more Formal Conversation

If a member's behaviour continues to be an issue after informal conversations, then the workshop leader or show production team member will have a more formal conversation with them, again outlining the behaviour and impact, explaining that if there is no change then there will be a formal meeting. Step 2 should be documented by the workshop leader or show production team member (For those considered children this formal conversation must also be in the presence of another adult as in step 1)

Step 3: Formal “Meeting” with Parent/Guardian or Fellow Member Present

If a member’s behaviour continues to be an issue after Steps 1 and 2 have been completed, a member of the WYT committee will be made aware of the issue, and a formal meeting with the workshop leader or show production team member and the WYT member will take place in the presence of their parent/guardian or a fellow member. This meeting will cover what has taken place in Steps 1 and 2, and is intended to enable an action plan of behaviour change to be agreed. It will be made clear to the WYT member that any further issue will likely warrant in them being asked to leave WYT (for a temporary period of time or permanently depending on the severity of the issue). This formal meeting will be documented as a “final warning”. The WYT member has the right to appeal to a WYT committee member, who will meet to hear the appeal and decide on next steps.

Step 4: Ceasing Membership

If, after the “final warning” the behaviour of the WYT member continues to be an issue then they will be asked to cease their membership of WYT. This could be for a number of weeks, to enable the member to return with a commitment of behaviour change, or on a permanent basis. The confirmation of ceasing membership will take place in a meeting with the workshop leader or show production team member, in the presence of a parent/guardian or a fellow member. The WYT member has the right to appeal to a WYT committee member, who will meet to hear the appeal and decide whether ceasing membership or reverting to step 3 is appropriate.

NOTE – in serious situations of Gross Misconduct, it will be appropriate to move straight to Steps 3 or 4