

# **QUAKER YOUTH THEATRE**

## **PROTOCOL FOR MANAGING BOUNDARIES / CHALLENGING BEHAVIOUR**



Quaker Youth Theatre aims to provide a safe space where individuals have valued opportunities to discover and develop personal skills and harness these to achieve a shared goal.

We aim to support one another during our time together whatever our activities; and it is hoped participants will experience life's spiritual dimension; come to value each other as unique individuals; celebrate the diversity of their gifts; and recognize community needs.

Working in a peaceable and affirmative manner will assist participants to recognize that the process is as important as any drama production.



There will be occasions when members of the production / facilitators team are concerned about an individual, or group of individuals, in respect of boundaries or behaviour. In these instances, members of the team must report their concerns to the Project Manager\* or the Youth Drama Worker as soon as possible and in any case within 12 hours.

**\* Project Manager is a Leaveners employee or Trustee designated as being ultimately responsible for the project.**

The Project Manager may then involve other members of the staff team (e.g. Project Manager, Production Manager, Directors/facilitators, Pastoral Support Workers, Musical Director) who will have an opportunity to meet to discuss the concerns aired. The purpose of this meeting is to discuss the situation and arrive at possible outcomes and ways of supporting the person on the project.

This team will need to demonstrate sensitivity, an awareness of confidentiality, and respect for the dignity of the person. See Project outline sheet for definitions of production and staff teams.



**CONFIDENTIALITY.** All matters will be confidential to this group. Matters of law (sexual abuse, drugs, violence) or behaviour which give rise to grave concerns about the physical, mental and emotional well being of the person concerned (compulsive behaviour, mental confusion, hearing voices) may need to be referred to:

Parents/Guardians  
Statutory agencies  
Other professionals

After the initial meeting of the staff team, the person(s) concerned will be invited to join the process. A smaller group than the staff team might deal with the matter at this stage. One of the pastoral support workers / or other individual will be chosen, in consultation with the young person, to support that person during the process. (Where circumstances permit, the young person may have a wider choice of person to act as supporter). The purpose of this meeting with the young person is to explore the possibilities identified and to arrive at an agreed way forward.

Where the staff team decides it is appropriate to refer matters of concern to: parents/guardians, statutory agencies, other professionals, this will be done by the Leaveners staff member /Pastoral Support Worker or a Trustee. This is to be done with respect for the sensitive and personal nature of the concern.

If it proves impossible for the person to remain on the project, the leave-taking is to be handled sensitively and with regard to the vulnerability of the person concerned.

When it is not possible for a person to travel safely alone, they will be entrusted to the care of the responsible adult named as contact, or to the relevant statutory agency or other professional.

When a member of the company leaves, for whatever reason, this represents a loss to the entire company. Provision is to be made for a "Meeting for Healing" to explain the reasons for the person's departure (as far as confidentiality permits), to provide company members with an opportunity to raise issues connected with the person's departure and to enable the company to come to terms with this communal loss.

**If the Guidelines for Community Living have (suspected to have been broken),  
the following steps are suggested:**

- 1) Minor infringements can be dealt with by individual project workers at their own discretion, but should subsequently inform the Youth Drama Worker.
- 2) More major infringements should be reported to the Youth Drama Worker or the Pastoral Workers, and where appropriate, should be dealt with following a meeting of project workers, excepting those situations where immediate action is necessary. If not all project workers are present; those available project workers will deal with the situation.
- 3) The Drama Worker will then call a meeting for the whole group to re-examine the guidelines and any further group contract that has been made. The Drama Worker will guide the group to examine the guidelines that have been broken and allow participants and workers to air any feelings or views. The group contract can then be amended as necessary, and any suggestions for the QYT Guidelines for Community Living can be recorded in the suggestions & complaints folder.
- 4) In those cases arising from difficulties in understanding attempts to resolve the situation thru clarification and support of those individuals involved will be made.
- 5) Those cases, which have been established as not arising from miscommunication or misunderstanding, should be dealt with via further action.
- 6) Inform / identify to the individuals, those guidelines they have broken. Inform them of the current consequences of this and any future consequences arising from the continuation of the violation of guidelines. Serious problems should be recorded in the Complains & Suggestions folder. Project workers should seek support and advice from each other when dealing with difficulties.
- 7) The consequences of breaking Guidelines are decided by the collective judgment and discretion of the project workers, except with regard to those situations involving legal issues or where specific actions have been identified, which remain absolute.
- 8) When dealing with difficulties, a meeting for clearness may be suggested, and approved by the Youth Drama Worker. In this instance the Youth Drama Worker will act as Clerk to the meeting. If the Youth Drama Worker feels unable to Clerk the meeting, they will ask another project worker to assist in this task.
- 9) In cases where the Project Workers as a whole cannot decide consequences, the final decision rests with the Youth Drama Worker. The Youth Drama Worker is responsible for informing Leaveners staff and Charity Trustees, of any major events and incidents. All major incidents should be recorded in the Complaints & Suggestions Folder.
- 10) Any company member proved beyond doubt to have been taking, sharing or supplying contrabane drugs, will be immediately asked to leave the project.
- 11) If project workers wish to make a formal complaint against a member of Leaveners Staff, they should refer to, and follow the Leaveners Staff complaints policy.