

# Ponthafren Ground Rules

Agreed by the Members at  
Extraordinary Members Meeting  
21-07-10

## Confidentially

1. Everything stays within the building.
2. If you need to discuss anything of a really personal nature, then speak to a member of staff or person of your choice.
3. Only break confidentiality if someone is seriously at risk and speak to a member of staff or volunteer support worker about it.
4. A member can talk to a member of staff or volunteer support worker if something disclosed to them by another member is bothering them.
5. If anyone believes a breach of confidentiality has occurred they are within their rights to speak to a member of staff or volunteer support worker who will then take the appropriate action. The member in question has the right to have a third person present during these discussions if they choose.

## Illegal Substances

- a1. No illegal drugs on premises.
2. No giving prescription drugs to other members.

## Alcohol

1. No consumption of alcohol on the premises.
2. If under the influence the person must not be disruptive or offensive.
3. If a member is feeling uncomfortable with the behaviour of someone who is under the influence then they have the right to raise it with a member of staff or volunteer support worker.

## PERSONAL BELONGINGS

Everyone in the Centre must take responsibility for their own belongings. Personal belongings left unattended are not the responsibility of the Association.

## Children

At all times, children under the age of 14 years must remain in the Training room, garden or the computer room/Library in order to do homework etc and must be supervised by their parent/guardian. However, if the child is over 10 years of age then it will not be necessary for the parent/guardian to remain with the child in the computer room/Library or garden, but **they must be able to maintain reasonable supervision of their children**, which will ultimately be their responsibility and not the responsibility of Ponthafren. Please see amendment below concerning babies.

Children are not allowed access to the kitchen, cellar or upstairs areas and access to the garden will only be permitted, on the understanding that the **children are supervised by a parent/guardian**. This is a requirement of the Health & Safety Regulations.

Children age 14 years and over may access the building on their own but must follow the guidelines above.

**Amendment** (Agreed by the Members at Extraordinary Members Meeting 4/5/11)\*

- Babies who are not independently mobile are allowed in the Pine Room under the constant supervision of parent/carer, they must not be left unattended at any time. If the baby is in a car seat or pram, the parent/carer must ensure that they are not causing an obstruction.
- Babies must not be placed near the urn in any car seat or pram, parents/carers must be aware not to pour hot drinks whilst holding the baby.
- Babies must not be taken into the kitchen.
- Members must be aware and mindful of their hot drinks near the baby.
- Babies should be kept a safe distance from the smoking area outside to ensure no lighted materials can blow/fall on them.
- If baby becomes distressed at any time whilst in the Pine Room and seems to be having detrimental affect on members /visitors who are experiencing mental health issues, they will be asked to leave the Pine Room at the discretion of the support worker on duty or a member of staff.
- The parent/carer must ensure that baby is not placed in any situation/area that may cause them distress or endanger their health.

## Threatening Behaviour

1. No threats of violence – verbal or otherwise to anyone in the Centre.
2. No intimidating behaviour – no belittling someone.

## Abusive Behaviour

1. No violent behaviour to people or property.
2. No disruptive verbal abuse to anyone in the centre.

STOP

## Offensive Behaviour

1. Any playful behaviour that goes too far.
2. No seriously offensive bad language.
3. Crudeness that offends under Equal Opportunities.
4. Carrying weapons.
5. No self-injury on premises – any self-inflicted injury must be attended to prior to coming in.
6. Any form of pornography is not allowed on either TV, video, mobile phone or via the computer.
7. If a member is feeling uncomfortable with someone's behaviour they have the right to discuss it with a member of staff or volunteer support worker.

## Animals

- a. Dogs are to be kept on a lead at all times.
- b. Dogs are not to block walkways within the Centre.
- c. If the dog fouls then it is the responsibility of its owner to clear it up.
- d. If a member feels uncomfortable they have the right to discuss it with a member of staff or volunteer support worker.

## Breaking Centre Rules

Depending on the severity of the incident one of the following actions will be taken:-

1. Discuss issue & a) ask member to leave for the day or b) verbal or written warning.
2. Suspension until next Executive Meeting.
3. Barred.

**Members have the right to have a third party present at any meetings that are arranged in with the above procedures.**

If a member does not want to talk to a member of staff they have the right to talk to a Trustee.

## GIFTS & MONEY LENDING / BORROWING

**NOTE:** Most of us who use the Centre are on low incomes or Benefits... We come here partly to escape the pressure caused by not having much money. PLEASE respect this at ALL times.

Members should neither lend to nor borrow from other Members, Staff or Volunteers within the Centre.

\*Please note this policy will be reviewed on a regular basis.