

STAFF CODE OF CONDUCT

1. INTRODUCTION

This policy should be read in conjunction with the school-wide Staff Handbook as well as those policies referred to in this code for full guidance on expectations and standards of behaviour.

All staff are in a unique position of influence and trust and therefore must adhere to behaviours that model the highest standards for other staff and students within the school.

Our Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe. All staff are advised to demonstrate exemplary behaviour and the following guidelines must be observed. Staff may be required to make professional judgements / decisions not covered in this document and are expected to show professionalism and due care when doing so. Staff are under a duty to act with integrity and not to place themselves in a position of actual or apparent conflict.

2. SCOPE

This policy applies to all staff working at ArtsEd including permanent employees, volunteers, zero hours contract staff, creatives and freelancers.

Day School Staff must pay due regard to this code, whilst also paying regard to the Day School Sixth Form Staff Behaviour Policy.

All staff are required to:

- Demonstrate consistently high standards of professional conduct;
- Maintain high standards of ethics and behaviour, both within and beyond ArtsEd;
- Create an inclusive, welcoming, and safe learning environment;
- Within the context of a learning environment, place the needs and safety of the student at the centre of every decision made;
- Maintain appropriate boundaries between professional and personal life;
- Treat students, colleagues and visitors equitably, professionally and respectfully;
- Be aware of how behaviour may be perceived;
- Avoid any professional or personal behaviour which could risk damaging ArtsEd's reputation within the industry or the local community;
- Avoid inappropriate or offensive language;
- Talk about their personal beliefs in a way that will not overly influence students or colleagues and will not exploit a person's vulnerability;
- Take the upmost care of students with the aim of ensuring their safety and welfare;
- Treat colleagues professionally and in the manner they themselves would want to be treated.

3. DEFINITIONS

'Staff' includes any person engaged by ArtsEd as an employee, volunteer, creative or freelancer and/or who holds a post, as well as any person to whom ArtsEd makes available any of the privileges or facilities normally afforded to its staff. Where students are working for ArtsEd in a teaching or related capacity, this policy will apply to them in that capacity as if they were staff of ArtsEd.

'Student' includes any person pursuing a course of study in Higher Education at ArtsEd.

'Pupil' includes any person pursuing a course of study in the Day School Sixth Form.

'Professional connection' means any arrangement where a person in his or her capacity as an employee has an academic, pastoral or administrative or similar responsibility for a student, including for supervising, tutoring, teaching, selecting, assessing, protecting, safeguarding, or providing a reference for, the student.

'Personal relationship' means any association, however brief, of a sexual or other intimate nature, either in person or remotely (for example, via social media, email or text messaging).

4. DUTY OF CARE

The wellbeing and safety of students is paramount and must always be put above their academic or vocational achievements. Staff should refer concerns relating to HE students to the Designated Safeguarding Lead or other designated person (Personal Tutor / Head of Year). All staff must be familiar with safeguarding arrangements as per the relevant Safeguarding Policy (HE / DSSF) and undertake regular Safeguarding training in line with statutory requirements.

5. PROFESSIONALISM

All staff are expected to behave professionally in every interaction, both with other staff and with students. Staff must remember they have a moral and legal duty to behave in a considered and appropriate manner. All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students. Staff must strive to be excellent role models for students, and excellent ambassadors for ArtsEd by modelling professional behaviour at all times.

6. TRAINING AND DEVELOPMENT

All staff are required to undertake regular statutory training to maintain their understanding of safeguarding and other important matters, and to remain professional. Staff are also expected to engage fully in annual performance reviews. Training must be completed within the timescales given. Such training will be issued on an 'as and when' basis, and requests to undertake updates must be adhered to. Training records will be held on staff files to confirm completion.

7. EQUALITY, DIVERSITY AND INCLUSION

The School actively promotes inclusivity, and values diversity. The School seeks to ensure that the work environment for its staff and students is supportive, and one where individual respect is shown to all. All members of staff and students, regardless of their age, (dis)ability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic background, culture, sexual orientation, religion or belief, sex, socio-economic status or any other factor will be supported and encouraged to perform to their potential. Further information can be found in the **Equal Opportunities Policy**.

8. HARASSMENT AND BULLYING

To secure an environment in which students and members of staff are able to flourish and to achieve their full potential, the School is committed to ensuring that everyone is able to work and to participate in the life of the School without fear of harassment, bullying or intimidation. Everyone in the School has a part to play by ensuring that their own behaviour, whether intentional or unintentional, does not constitute harassment, and by raising a concern when they have identified any inappropriate behaviour by another member of staff. The

School will take action against inappropriate behaviour which shows lack of respect for others or which leads people to feel threatened as defined in the **Bullying and Harassment Policy**.

9. HEALTH AND SAFETY

The School places a high priority on providing a safe working and learning environment and will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. All activities should be carried out with the highest regard for the health and safety of staff, students, visitors and the public. Our aim is excellence in health and safety, by means of continuous improvement of standards, and the comprehensive use of risk assessments to remove the causes of accidents or incidents and ill-health. This, together with more specific aims and objectives, reflects the School's commitment to promote employee and student wellbeing and is outlined in the School's Health and Safety Policy. All staff have a responsibility to uphold safe practise and to identify where there are shortcomings.

10. RELATIONSHIPS WITH OTHER MEMBERS OF STAFF

The School does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation. Members of staff who are relatives or who have a close personal relationship should not normally have a supervisory, assessing or authorising relationship with each other. Staff must inform their line manager if they have a close personal relationship with another staff member of the School, which could be considered by colleagues, students or others, as impacting on the way they conduct themselves at work.

11. STAFF / STUDENT RELATIONSHIP POLICY

A personal relationship between a staff member and a student can never be one of equals, therefore such relationships are not permitted under any circumstances; failure to comply with this policy will be treated as a disciplinary matter.

12. PERFORMANCE

The School expects staff to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas.

13. MISUSE OF DRUGS AND ALCOHOL

It is a disciplinary offence to be on School premises and / or carrying out duties when under the influence of alcohol or non-medically prescribed drugs. ArtsEd has a zero-tolerance policy and any abuse of the **Misuse of Substance and Alcohol Policy** will be managed via the disciplinary procedure.

14. GAMBLING

Gambling activities must not be conducted on School premises. Discretion may be used in relation to small raffles for charitable purposes, national lottery syndicates, occasional sweepstakes etc.

15. CONDUCT OUTSIDE WORK

The School does not seek to dictate how staff conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by staff which may jeopardise the School's reputation or position will be dealt with through the disciplinary procedure.

16. DRESS CODE

The School does not operate a formal dress code for its staff, other than for those who are provided with protective clothing. However, staff must ensure that their dress is appropriate for the situation in which they are working and that they present a professional image and one that reflects sensitivity to the perceptions of

others. Staff attire may reflect their ethnicity and lifestyle but should not be provocative or cause offence to those with whom they have contact.

17. ACADEMIC INTEGRITY AND BRIBERY

The School strives to maintain the highest standards in all the teaching it undertakes, and staff must not conduct themselves in any way that may undermine the academic standards of its awards.

Staff must not accept gifts or hospitality that could give rise to a suspicion that they have a conflict of interest or have been influenced in a decision. Breaches of the regulations will normally be a serious disciplinary offence.

Under the Bribery Act, a bribe is a 'financial or other advantage' offered, promised or given to induce a person to perform a relevant function or activity improperly, or to reward them for doing so. The Act makes it a criminal offence to:

- offer, promise or give a bribe;
- request, agree to receive or accept a bribe;
- bribe a foreign public official to obtain or retain business or a business advantage;
- (by an organisation) fail to prevent bribery by those acting on its behalf ('associated persons') to obtain or retain business or a business advantage for the organisation.

Small payments made to others to make something happen, or happen sooner, commonly called facilitation payments are likely to be bribes and unlawful under the Act.

Under the Bribery Act, individuals can be prosecuted for accepting bribes or offering bribes. In addition, the School can be prosecuted for failing to prevent bribery committed to obtain or retain business or a business advantage for the School by an employee or other individual or organisation performing services for the School. Please see the School's **Bribery, Improper Behaviour and Accountability Policy**.

18. CONFLICTS OF INTEREST

The highest standards of behaviour are expected in all areas of school life, especially where individuals are in positions to make decisions which may have significant impact on others. In all such cases it is important that decisions are taken in a fair and balanced way that can withstand external scrutiny. Conflicts of interest should be identified so that individuals are not involved in decisions where their actions could be seen as biased.

19. ACCESS TO CONFIDENTIAL INFORMATION

Although the School strives to conduct its business in an open fashion there will be times when individuals, through their positions such as members of committees, through recruitment, or as line managers, become aware of confidential information, either about other individuals or in connection with the School's commercial or academic activities. Staff should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information.

20. USE OF INFORMATION TECHNOLOGY SERVICES

The school recognises the need for technology to enhance education and to carry out daily business. Staff are expected to act professionally and considerately when using any IT service, and this includes any device, software or online service provided by the school, as well as in their online conduct outside of the school, i.e., when using social media. Staff must participate in any IT training required by the school. Expectations are outlined in detail in the **IT Acceptable Use Policy**, as well as the consequences for non-compliance. Key elements include:

- **Safeguarding:**
 - You must only communicate with students using school provided accounts and services;
 - You must not interact with students in any manner that is not provisioned by the school, such as via social media, telephone calls or SMS from a personal number.

- **You must protect your identity, the School, and our data.**
 - You must ensure you are using appropriate security for your account, as outlined in the **IT Acceptable Use Policy**, or as instructed by IT Services;
 - You must undertake all data protection training and implement this in your working practise;
 - You must be vigilant in cybersecurity threats such as phishing, spam, viruses, and malware and report any concerns to the Head of IT.

- **You must follow the reasonable use policy:**
 - Internet access and phones are provided for business purposes, however occasional; incidental personal use is permitted;
 - You must use services and equipment only for the purpose for which it is intended. If in doubt, contact the helpdesk.

- **Illegal, offensive, discriminatory, distasteful content, and that of an extremist nature, is strictly prohibited; it must not be shared or stored in any way and, if detected, should be reported immediately to the Head of IT.**

21. INFORMATION SECURITY

The School recognises that information and the associated processes, systems and networks are valuable assets and that the management of personal data has important implications for individuals. Through its security policies, procedures and structures, the School will facilitate the secure and uninterrupted flow of information, both within the School and in external communications. The School believes that security is an integral part of the information sharing which is essential to academic and corporate endeavour and the **Information Security Policy** is intended to support information security measures throughout the School.

22. DATA PROTECTION

The School holds and processes information about staff, students, and other data subjects for academic, administrative and commercial purposes. When handling such information, the School, and all staff or others who process or use any personal information, must comply with the Data Protection Principles which are set out in the Data Protection Act 2018. Any doubts or queries about data protection issues should be referred for guidance to the Head of IT. Further information can be found in the School's **Data Protection Policy**.

23. WHISTLEBLOWING

ArtsEd values its staff and has a robust system for reporting and handling concerns, including poor or unsafe practice and potential failures in the School's safeguarding procedures. All staff are required to report any concerns or allegations about the behaviour of colleagues or practices that are likely to put students at risk of abuse or other serious harm. Any report made will be handled with complete sensitivity. The employee reporting the alleged incident, made in good faith, should be assured that they will not face any retribution because of their actions. Please see the School's **Whistleblowing Policy**.

24. BREACHES OF THIS CODE

This code of conduct has been drawn up to provide a source of guidance to the School's staff. It is not a contractual document and can be amended at any time by the School. All staff must comply with both the

provisions of this code and the School's policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal as per the School's **Disciplinary Policy**.