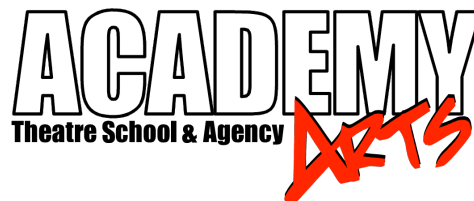


# SAFEGUARDING: STAFF CONDUCT POLICY



ACADEMY ARTS THEATRE SCHOOL  
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**Date Adopted:** Sept 2007  
**Date of last review:** Sept 2020  
**To be reviewed next before/on:** Sept 2021

<b>Policy:</b> Behaviour Policy (Staff)
<b>Purpose and Statement:</b>  <p><b>ACADEMY ARTS</b> strives for high standards in all aspects of its work, and through the policies and procedures in place, aims to be fair and provide satisfaction to anyone using the services it provides. <b>ACADEMY ARTS</b> staff are required to adhere to a code of conduct.</p> <p>Children and adult learning in all areas, academic, social and personal is best supported in an environment where people feel happy, safe, valued and motivated to achieve. At <b>ACADEMY ARTS</b> we create a positive learning environment that ensures our approach to behaviour management and discipline is consistent and understood by all.</p> <p>The <b>ACADEMY ARTS</b> community demonstrate the values which we want to promote to our students. We have an “open door” policy because we value the interaction between staff and the families of our students. It is an important part of our ethos; it helps us to get to know our students and, therefore, enable them to make the best possible progress in all respects. This is, however, a privilege. Sadly, occasionally adults do not behave as we would expect, and <b>ACADEMY ARTS</b> has been encouraged to consider what to do in the situation where unsatisfactory behaviour arises.</p> <p><b>This Code helps all staff to understand what behaviour is and is not acceptable.</b></p> <p><b>For the purposes of this code, ‘Staff’ includes volunteers and unpaid workers.</b></p>
<b>Distribution:</b> <ul style="list-style-type: none"><li>• To all volunteers and staff</li><li>• This policy will be made available to members of the public on request</li><li>• Confirmation of receipt of information - Signed statement from recipient to be held on file</li></ul>
<b>Review and monitoring of policy:</b> <ul style="list-style-type: none"><li>• Reviewed annually or in instances of legislative change</li><li>• Monitoring is part of Management and Supervision</li></ul>

**The following policy is based on the below principles:**

- **ACADEMY ARTS** recognises its staff as being fundamental to its success.
- All members of the **ACADEMY ARTS** community have a right to expect that they learn and learn in a safe place.
- **ACADEMY ARTS** expects every member of its community to respect, and behave in a considerate way towards others.
- **ACADEMY ARTS** expects every member of its community to be committed to safeguarding and child protection and would never wish harm on a young person in any way.
- There will be zero tolerance of violence, threatening behaviour and disorderly conduct, including abuse in all forms, against **ACADEMY ARTS** staff or other members of the **ACADEMY ARTS** community.
- Where such behaviour does occur, action will be taken to deal with the person or persons concerned.
- This document is to help all staff to understand what behaviour is and is not acceptable.

**What do we mean by Abusive or Threatening Behaviour?**

The Public Order Act 1986 defines “disorderly conduct” as: verbal abuse, threatening abusive or insulting words or behaviour or any disorderly behaviour whereby a person is caused alarm, harassment or distress.

“Threatening behaviour” is when a person fears that violence or threat of violence is likely to be provoked. In an **ACADEMY ARTS** context, this could mean someone shouting at a member of staff, either in person or on the phone; acting aggressively, including using intimidating body language, as well as actual violence. It also covers comments posted on social networking sites or situations where members of staff are approached off premises.

**Staff Code of Conduct:**

**ACADEMY ARTS** staff, volunteers and contracted artists are required to adhere to a code of conduct.

Any behaviour that is deemed unacceptable by the **ACADEMY ARTS** management team whether it is mentioned in the below code or not, shall result in disciplinary action. This document is to help all staff to understand what behaviour is and is not acceptable.

**General:**

All staff must set examples of behaviour and conduct which can be copied by students. Staff must therefore avoid using inappropriate or offensive language at all times. All staff’s behaviour must be beyond reproach to encourage our students to do the same.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This includes limiting (as far as possible) 1:1 isolated contact with young people.

Staff must present themselves at all times in a professional manner, including their dress. This includes clothes and shoes suitable for movement, with no offensive imagery or slogans. We ask you to avoid any ripped trousers and skirts/dresses without leggings. Office staff must adhere to a smart/casual dress code.

Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

### **Safeguarding Students:**

Staff have a duty to safeguard students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

**ACADEMY ARTS** staff are in a position of trust and must never abuse this. This includes reporting incidents and concerns.

The duty to safeguard students includes the duty to report concerns about a student to the organisation's Designated Person (DP) for Child Protection.

#### **ACADEMY ARTS's DP is Michael Jones**

Staff are provided with personal copies of the school's Child Protection Policy and Safeguarding Procedure and staff must be familiar with these documents.

### **Managing Behavioural Challenges:**

Staff must never demean or undermine pupils, their parents or carers, or colleagues. Staff must never raise their voice beyond what is appropriate and must never lose their temper.

Staff must understand that **ACADEMY ARTS** is committed to allowing access to the arts for all and our Equal Opportunities policy. Therefore, some students may present different behavioural challenges than others. When appropriate, the Principal will alert the teacher to any special considerations or approaches.

Staff are expected to consult with the Principal before initiating any type of disciplinary measures.

**ACADEMY ARTS** use a traffic light system to manage behavioural problems. This can only be initiated and advanced by the Principal.

If a child is unsuitable in your class, and behavioural problems are causing concern, **ACADEMY ARTS** will support you to the best of our ability.

#### **Examples of appropriate disciplinary techniques:**

- Splitting up groups who are not paying attention
- Setting clear objectives and behavioural expectations
- Rewarding good, positive behaviour (praise and we also allow stickers)
- Time outs
- Speaking to troublemakers

#### **Examples of inappropriate disciplinary techniques:**

Bribery of any kind (using sweets, money etc.)

Violence or threats of violence

### **Social Media and Relationship Management Policy:**

Defaming **ACADEMY ARTS** via any public forum (including social media) is gross misconduct. If there is a problem, please raise it internally.

Staff must not engage in inappropriate use of social network sites which may bring themselves, **ACADEMY ARTS**, the **ACADEMY ARTS** community or employer into disrepute. Any posts which could bring the above into ill-repute will be dealt with according to the grievance and disciplinary procedure.

No staff member may ever enter into a relationship, of any kind, with a student. No staff member may ever enter into social contact, of any kind, with a student.

#### **Private communication via students/staff:**

Staff must not contact students privately. This includes private messaging over Email/Text/Twitter/Facebook/Instagram/TikTok/Snap Chat and all other communication and social media channels.

Staff and volunteers may friend/follow other staff/volunteers via social media.

Staff must not friend/follow students via social media. If a student follows/friends a staff member via social media, the staff member must decline their request or 'block' them as soon as possible.

Staff must not friend/follow parents via social media. If a student follows/friends a staff member via social media, the staff member must decline their request or 'block' them as soon as possible.

Students over the age of 11 can give **ACADEMY ARTS** office staff a personal email account, but parents will always be copied into communication.

Email communication to students/parents must always be sent via a **ACADEMY ARTS** office staff member via Membermeister.

#### **Public communication between student/staff:**

This includes (but is not limited to): Instagram Posts, **ACADEMY ARTS** Facebook page communication and tweets/retweets.

This is allowed in moderation, but only if the information is relevant. E.g. a student tweeting saying how good a class was, is acceptable to reply to and retweet. However, a student tweeting about their homework or a personal problem is not acceptable to reply to via social media.

**In the case of student volunteers (a current ACADEMY ARTS student aged 14-16 who also acts as a volunteer):** They can communicate with fellow students as always but must never use their position as a way in which to gain power or influence over other students. The [appropriate staff member] must be notified if a relationship (friendship or otherwise) with a student would compromise the volunteer's ability to help manage or engage with a course.

**Pupil/Student Development:**

Staff must comply with **ACADEMY ARTS** policies and procedures that support the well-being and development of students.

Staff must co-operate and collaborate with colleagues and with external agencies (where necessary) to support the development of students.

Staff must follow reasonable instructions that support the development of students.

**Honesty and Integrity:**

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of **ACADEMY ARTS** property and facilities.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Safeguarding procedure.

Gifts from suppliers or associates must be declared to the [appropriate staff member], except for "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

**Conduct Outside Work:**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the organisation or the employee's own reputation or the reputation of other members of the **ACADEMY ARTS** community. Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

**ACADEMY ARTS** Staff must not advertise classes not run by **ACADEMY ARTS** without express permission of the Principal. **ACADEMY ARTS** staff must also not advertise or provide private sessions (in any capacity) to **ACADEMY ARTS** Students without the knowledge of the **ACADEMY ARTS** office.

Staff may not contact **ACADEMY ARTS** students in order to advertise lessons not provided by **ACADEMY ARTS** through any means in perpetuity. If a child approaches any current or former staff for information on lessons not provided by **ACADEMY ARTS**, **ACADEMY ARTS** must be informed.

[PAYE ONLY] Staff are not to establish, or work for, classes within a [5, 10, 20-mile radius] within 12 months of end of service.

[FREELANCE ONLY] Staff are expected to act with integrity, and it is asked that staff consider the distance between known/potential competitors and any classes taught for other organisations.

**Confidentiality:**

Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student.

All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate procedure. It must not be discussed outside the organisation, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

However, staff have an obligation to share with the school's Designated Person any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the student.

## **Bullying/Violence:**

**ACADEMY ARTS** has a zero-tolerance bullying and violence policy.

Students who bully other members of the **ACADEMY ARTS** community and/or use physical violence will have their membership revoked and they will be asked to leave.

Bullying is unacceptable behaviour used by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding property, threatening gestures)
- Physical - pushing, kicking, biting, hitting, punching or any use of violence
- Racial - racial taunts, graffiti, gestures etc.
- Homophobic - because of, or focussing on the issue of sexuality
- Sexual - unwanted physical contact or sexually abusive comments
- Verbal - name-calling, sarcasm, spreading rumours, teasing etc.
- Cyber - All areas of internet, such as email and internet chat, Twitter, Facebook misuse etc. Mobile threats by text messaging and calls, Misuse of associated technology, i.e. camera and video facilities, Ipad, games consoles etc.

Bullying may be related to:

- Race
- Gender
- Religion
- Culture
- SEN or disability
- Appearance or health condition
- Home circumstances, incl Young carers and poverty
- Sexual orientation, sexism, or sexual bullying, homophobia

Bullying can take place in the classroom, playground, toilets, to and from **ACADEMY ARTS**, on trips and cyberspace. It can take place in group activities and between families in the local community.

Students must not hesitate to report bullying to any adult on site. Volunteers and staff will help any student/family who are the victim of any of these behaviours. Staff will investigate any allegation of bullying, which may result in any perpetrator being asked to leave.

Staff remain vigilant about bullying behaviours and approach this in the same way as any other category of Child Abuse; that is, do not wait to be told before you raise concerns or deal directly with the matter. Children may not be aware that they are being bullied; because they may be too young or have a level of Special Educational Needs which means that they may be unable to realise what others may be doing to them.

The ethos and working philosophy of **ACADEMY ARTS** means that all staff actively encourage children to have respect for each other and for other people's property. Good and kind/polite behaviour is regularly acknowledged and rewarded.

A Teacher should:

- Be committed to providing a caring, friendly relationship and a safe environment for all our students
- Be aware that bullying of any kind is not acceptable
- If bullying does occur, all pupils should be comfortable in reporting all incidents, and that it is seen to be dealt with promptly and efficiently.
- No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving.
- ALL STAFF HAVE AN OBLIGATION TO RESPOND QUICKLY TO ISSUES OF BULLYING.

## **Procedures**

A Teacher Must:

- Record and report all bullying incidents to **Nina Jones**
- Investigate thoroughly and stop any threat or actual incident immediately
- Attempt to change the behaviour of the bully
- The student must be asked to GENUINELY apologise
- If possible, reconcile the students
- Monitor cases to prevent re-occurrence
- Serious incidents must be reported to parents/carers and they will be asked to meet to discuss the problems. Teachers must be present at this meeting, which will usually be before or after classes. In serious cases, suspension or exclusion from the school will be considered. If necessary or appropriate, the police will be informed.
- YOU MUST MAKE PUPILS AND PARENTS AWARE THAT YOU TAKE BULLYING SERIOUSLY, AND SHOW THAT ACTION WILL BE TAKEN ON ALL REPORTS.
- Remember that bullying takes many forms – Physical, verbal & CYBER. Bullying between students or staff members through the medium of mobile phones and the internet will also be investigated and taken just as seriously. Bullying knows no boundary of gender and is common to both sexes.

**WE MUST STAMP BULLYING OUT IN OUR SCHOOL!**