

Italia Conti Academy of Theatre Arts
Professional Conduct Policy - Staff

OVERVIEW

The Academy expects all staff to act with integrity, equity, objectivity and professionalism in order to establish a teaching and learning environment in which all staff and students can thrive and achieve.

The Academy provides education at secondary, further and higher educational levels. It is expected that the working practices and processes of the policy will fulfil the specific needs and statutory requirements appropriate to each level.

PURPOSE

The purpose of this policy is to establish core principles that underpin good professional practice and the expected processes and behaviour that demonstrate our core principles and standards.

CORE PRINCIPLES

All staff should behave with integrity in all professional and business relationships. Integrity implies not merely honesty but fair dealing and truthfulness.

All staff should strive for objectivity in all professional and business judgements. Objectivity is the state of mind, which has regard for all considerations relevant to the task in hand but no other.

All staff should carry out their professional work with due skill, care and diligence, and with proper regard for the technical and professional standards expected of them as a staff member.

All staff should conduct themselves with courtesy and consideration towards all with whom they come in contact during the course of performing their duties.

All staff should be aware that their professional behaviour must be appropriate to and reflective of the age range of the teaching group and academy's values.

INTEGRITY

Staff Members should:

- uphold and enhance the good standing and reputation of the Academy
- work in a collaborative and co-operative manner with other colleagues
- not seek by any means to influence or intimidate any examiner/assessor at any examination or assessment.
- Recognise and abide by core professional standards
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OBJECTIVITY

Staff Members should:

- Work in an open and co-operative manner with students and foster and respect their independence.
- Recognise and respect the uniqueness, dignity and potential of each student irrespective of their ethnic origin, religious beliefs, personal attributes, or any other factor according to the Academy's Equal Opportunities Policy.

COMPETENCY

Staff Members should:

- Acknowledge any limitations in their knowledge and competency and take steps to enable them to practice in a skilled manner.
- Actively engage in continuing professional development to ensure the currency and relevance of their skillset and knowledge.
- Assist colleagues in the context of their own knowledge, experience and sphere of responsibility, to develop their professional competence.

DUE SKILL AND DILIGENCE

Staff member should:

- Ensure that no action or omission on their part or within their sphere of responsibility is detrimental to the interest or safety of students or the interests of other professionals.
- Engage with, support and implement the principles, policies and processes established by the Academy.

COURTESY AND CONSIDERATION

Staff members should:

- Always act in such a manner as to promote and safeguard the interests and well being of all students.
- Afford all colleagues, visitors, prospective and guest staff and students the utmost professional courtesy and respect.

CONFIDENTIALITY

Any staff receiving or requiring confidential information in the course of their professional work should not use that information for their personal advantage or for the advantage of a third party.

Information confidential to a student acquired in the course of teaching should not be disclosed except where consent has been obtained from the student or where there is a legal right or duty to disclose. This fact should be made clear to the student before the student is permitted to make “confidential disclosures”.

CONFLICTS OF INTERESTS

Staff members should not knowingly enter into a discussion with a student where there is likely to be a conflict of interest.

STATUTORY REQUIREMENTS

All staff members should comply with all statutory requirements affecting health and safety at work and all Academy policies.

CODES OF PRACTICE

The Academy will establish clear codes of practice and conduct for staff appropriate to each educational level, and these will be circulated to all staff in the relevant handbook.

All staff should be aware that a failure to comply with the codes of practice and conduct will result in disciplinary procedures according to the disciplinary policy and could result in actions and outcomes which may include dismissal.

RESPONSIBILITIES AND MANAGEMENT

The Academy provides education at secondary, further and higher educational levels. It is expected that the working practices of the policy will fulfil the specific needs and statutory requirements appropriate to each level.

The Academy has established core principles in this policy in respect of key values and requirements, which are central and universal in application. Each educational level within the Academy provides guidance for the management and interpretation of the policy specific to each level.

The Academy devolves day to day responsibility for managing the appropriate dissemination of this policy as follows:

Secondary / Theatre Arts School:	Head Teacher
Further Education / Performing Arts Programmes:	Course Director
Higher Education / Acting Programmes:	Programme’s Director

The Academy Quality Board is responsible for monitoring the cyclical review and updating of all policies, both at Academy and Programme level according to statutory and regulatory timeframes.

The following guidance applies to:

FUTHER EDUCATION (FE) provision 16+

STANDARDS OF SERVICE AND BEHAVIOUR

The Italia Conti Academy of Theatre Arts is committed to providing an environment in which its learners can be;

'trained and educated to the highest possible standards to enable them to earn their living within their chosen profession and broaden their potential and talents to the widest possible ranges'.

In pursuit of this aim, the Academy undertakes:

- to create and sustain a supportive and positive learning environment in which learners can experiment, explore and develop their performance skills
- to create and sustain a healthy and safe working environment
- to create and sustain a culture of expanding equal opportunities awareness based on mutual respect
- to create and sustain a culture of honest, evaluative and constructive self-assessment provide support to all staff and learners in carrying out their role effectively and offer appropriate support to all learners with educational difficulties

In order to achieve the college's standards, all staff, for their part, will:

- undertake staff review and development which enables them to carry out their role effectively which now includes active participation in the Staff Review and Development scheme
- promote a climate of continuous improvement and staff appraisal
- be prepared to participate in on-going quality assurance procedures
- seek to instigate and maintain friendly and supportive roles with learners based on mutual professional respect

Working with students

When dealing with students the Academy expects that all staff will:

- Ensure their relationship with students are never of a kind that could compromise their professional responsibilities
- Promote College standards of student behaviour

Working with Colleagues

Staff should make every effort to attend meetings and other commitments on time and meet other deadlines on which their colleagues depend.

Staff must adhere to the college's policies and procedures because their actions have consequences for others. If staff have any doubts or concerns, they should seek advice from their line manager / Head of Department

Smoking is not permitted on College premises this includes directly outside or around the building

Representing the College

In order to preserve the reputation of the College, staff must:

- Obtain approval from the Principal, or in the Principal's absence the Vice Principal, before communicating with press
- Maintain professional standards of conduct towards others when acting in a College capacity
- Dress appropriately when acting in a professional capacity and with due regard for the conclusions others may draw from their attire

Additional Professional Responsibilities

Staff are reminded that they are expected at all times to observe the following professional obligations:

- To preserve the confidentiality of information relating to the College's staff, students, finances, marketing and strategic planning, together with any further information rightly to be judged the property of the College (except as outlined in the Whistleblowing Policy)
- To preserve this same degree of confidentiality for reasonable time (no less than 12 months) after leaving the College's employment
- To exercise proper professional discretion in the event of their being offered hospitality or gifts of any kind
- Plan, prepare and deliver classes, lectures, tutorials and projects, responding effectively to a variety of backgrounds learning styles and class sizes.
- Tutor and assess students, giving meaningful and constructive feedback on the quality of their work.
- Participate in on-going quality assurance procedures
- Draw upon and extend students existing knowledge and skills
- Stimulate independent and critical thinking
- Provide continuity and progression in students learning
- Promote high but attainable expectations
- Keep abreast of new professional, educational developments so that Italia Conti maintains a position in the forefront of its field.
- Respond quickly and competently to course or student needs and problems, ensuring confidentiality where necessary.
- Undertake course-related administration including auditions, examination preparation and marking, preparation of course-work, record-keeping, writing of student reports, correspondence, documentation and attending staff meetings where possible
- Be conversant with the all key policies and to fulfil personal obligations as prescribed therein.
- Uphold the equal opportunity policy.
- Where applicable, to supervise students in rehearsal and / or in the practice of performance work.
- Establish and maintain good relationships with colleagues and students.
- Leave studios and classrooms clean and tidy.
- Ensure sound systems are switched off
- Ensure no food or drink is taken into studios
- Ensure no items are left on pianos and that piano lids are closed

College Property

In order to preserve the quality of the College's environment and physical resources staff must ensure that:

- They and students for whom they are responsible look after College premises and property which they use
- Energy is conserved where ever possible
- The security of College property is maintained as well as possible and not put at risk
- Staff should also assist with the security of the College by directing to Reception anyone who they think might be a stranger on site

Staff should support the College mission and College Processors

All staff should:

- Demonstrate an awareness of the wider College Context
- Demonstrate good time-management and personal organisation
- Act in accordance with College Policy and procedure

In addition, all Colleges manage should:

- Demonstrate an understanding of the abilities, aptitudes, circumstances and roles of the staff they line-mange
- Mange collective decisions effectively even when they hold private reservations
- Enable the team they lead to understand the wider College context

We should all feel trusted and supported

All staff should

- In all their interactions with colleagues, assume the best of them
- Refrain from entering into conversations that may undermine colleagues
- Seek support when they need it an offer it when appropriate
- Communicate with due consideration to time, place and manner
- Work collaboratively with all members of the College community
- Thank or praise colleagues when appropriate
- Be discreet whenever information needs to be treated confidentially

In addition, all College managers should:

- Delegate effectively and supportively
- Be visible, accessible and approachable
- Coach and mentor staff effectively where appropriate

Staff should be committed to constant improvement

Staff should

- Reflect on their own practice, and that of the College
- Propose, and welcome, new ideas and constructive criticism
- Be willing to modify their professional behaviour based on an understanding on how their colleagues perceive them

In addition, all College manages should:

- Create the conditions in which the team they lead can perform to the best of their ability
- Respond to poor behaviour and performance (ie that detracts or falls short of our mission and values or the model of professional behaviour) promptly and supportively
- Always take time to give staff the 'big picture'
- Involve where possible all staff who are affected by a plan early enough for their views to shape it
- Be as clear as possible when planning , defining who will do what when

Staff Standards of Appearance

The broad standards we should all adhere to are:

The purpose of these guidelines is NOT to set rules. They are offered to assist staff in meeting the broad standard we should all adhere to. Staff are expected to conform to that standard and it seems reasonable to publish advice that would assist in giving greater clarity about what the standard means. The guidelines below should be read in the spirit it is indented. Please also note that the guidance only touches on the issue of clothing, not other aspects of appearance.

- When working with students or other staff, the standard of appearance should be smart-casual as a minimum. Clothing which:
 - I. Displays inappropriate slogans or images
 - II. Reveals underwear or inappropriate bare flesh
 - III. Is dirty, holed or fraying
 - IV. Resembles bleach-wear, including shorts and flip flops, dirty shoes

is likely to be judged inappropriate. There are obviously exceptions however, for example dance or sport wear and protective clothing appropriate to the role. Again, staff professional discretion is key.

When presenting the College at events such as, open days, auditions, external events, performances, the standard of appearance should be 'smart'. Visitors should feel that staff have dressed well out of courtesy for them.