

Italia 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

OBJECTIVITY

Staff Members should:

This guidance is applicable to the Theatre Arts School/ Secondary

- 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".

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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 is specific to;

THEATRE ARTS SCHOOL (SECONDARY LEVEL)

PURPOSE

The achievement of positive outcomes for our pupils necessitates the need to ensure that all adults working with children are competent, confident and safe to do so. As such, all staff at Italia Conti are

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expected to comply with the following Professional Conduct Procedure in addition to the Equal Opportunities policy.

Teaching staff are furthermore expected to conduct themselves within the guidance of the 'personal and professional conduct' section of the Teachers' Standards.

Deviation from the aforementioned codes of conduct and practice may lead to disciplinary action being taken where appropriate.

Part 2 of the Teachers' Standards comprises the standards for personal and professional conduct. It defines:

... the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Paragraph 3 on page 5 of the document explains that these standards for personal and professional conduct are used to assess cases of serious misconduct, regardless of the sector in which the teacher works.

Teachers' standards, GOV.UK – DfE, see pages 5 and 14 (Adobe pdf file)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301107/Teachers__Standards.pdf

For a summary of the Teachers' Standards, please see the following article from The Key:

Teachers' standards: an overview

<http://www.usethekey.org.uk/staff/performance-management/teaching-staff/new-teachers-standards>

The standards replace the GTCE code of conduct and practice

IMPLEMENTATION AND WORKING PRACTICES

School Policies and Procedures – Including Behaviour, Anti-bullying, Safeguarding and Equal Opportunities policies, should be observed by all. It is the responsibility of staff to familiarise themselves with these. Copies may be found in the office, in the staffroom and on the school website.

Dress and appearance – should be appropriate for the tasks undertaken. This usually means business dress for teaching, support and administrative staff.

Attendance and Punctuality – Staff are expected to strive for 100% attendance and punctuality including INSET days, save sickness, approved compassionate grounds, or where punctuality is concerned, unforeseen or circumstances outside of the individual's control. Staff absence is to be notified by 8a.m. on the first day of absence. You should phone or email the Head Teacher Karen Dwyer-Burchill (02076080044, headteacher@italiaconti.co.uk) to let her know. You should then e-mail Lisa by 8.30a.m. with details of the work for your classes and an estimate of your return date. Holidays are to be taken as per the school's published term dates.

Duty of Care – All staff have a duty of care to safeguard and promote the welfare of the young people they come into contact with. Staff should understand their responsibilities and always act in the child's best interests. They should work and be seen to work in an open and transparent way. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intervention.

Equality – Professional standards should always be maintained when dealing with both staff and pupils regardless of culture disability, gender, language, race, religion and/or sexual identity. You must treat all children equally and with respect.

Confidentiality – Staff are expected to treat **any** information they may receive about pupils, especially private and/or sensitive information, in a discreet and confidential manner. **This should only be discussed with other adults who have legitimate reasons to access this information.** If in doubt as to whether to share this information, guidance should be sought from the designated child protection person or the Head Teacher. Individual pupils should never be discussed by staff in front of other pupils.

Staff should make it clear to pupils that any disclosures implying threats to the welfare or safety of the student, cannot be kept confidential, and may need to be discussed with an appropriate adult. Please see confidentiality policy also.

The observance of confidentiality is an issue of grave importance and must be clear to all staff.

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Professional Boundaries– Staff are in a position of trust and the relationship with pupils is not one of equals. Professional boundaries should be maintained at all times and power and trust should not be misused. The aim is to offer friendly care and not to imply a special friendship with any student.

Gifts/Award/Rewards – With the aforementioned advice on the avoidance of special relationships in mind, staff should ensure that the motivation behind the giving of gifts/awards or rewards is clear to all pupils in order to avoid any misunderstandings of intent. You must not give child gifts personally, any appropriate gifts such as token birthday gifts should come from the organisation. You should not accept gifts from children unless they are small token gifts appropriate to a celebration. All gifts must be reported to the Head Teacher.

Infatuations – Should any student become infatuated with a member of staff, this must be reported to the Head Teacher immediately. The maintenance of professional boundaries at all times should go some way to avoiding this situation however.

Personal Conduct – Staff are expected to behave in a manner both within and outside of working hours which would not lead any reasonable person to question their suitability to work with children or act as a role model.

Social Contact with pupils – outside of school hours should be avoided. Home or mobile phone numbers; addresses or email addresses should not be exchanged. Should such a situation be unavoidable, this must be logged in the Home Visit Log Book by the Designated Safeguarding Lead/Cover or the office. Staff should be vigilant that their personal belongings (e.g. mobile phones etc.) do not come into the possession of pupils.

Home Visits – Staff are not permitted to visit the home of a student unless pre-arranged and the Head and the office are informed. The appointment must be logged in the Home Visit Log Book by the Designated Safeguarding Lead/Cover or the office. No young person should ever be invited into the home of a staff member.

Sexual contact – Any sexual activity between an adult and a young person with whom they work (including verbal comments, letters, emails, phone contact, and physical contact) may be regarded as a criminal offence and will always be a matter for disciplinary action.

Physical Contact with Pupils – as a rule should be avoided unless within the guidance of the Positive Handling and Behaviour policies. Possible exceptions using professional judgement might be greetings or congratulations such as handshakes or high fives; the guiding of a student to where they need to be or a hug in an appropriate situation. Play fighting with pupils is discouraged. Where contact is necessary as part of sporting or outdoor activity permission should be sought from the young person and in some instances the parent/carer. There should never be any physical contact when pupils are getting changed or showering and respect and privacy must be shown to them at this time.

First Aid – should only be administered by trained members of staff whose names are displayed in the staff room and lobby.

One to One Situations – should be conducted in an open and transparent fashion i.e. with the knowledge of, or with other staff nearby, and if necessary with an open door. Where after school detentions are one to one, these should be limited to one hour and only with the parent/carer's consent. No lower junior pupil should be in school after 4.15 p.m. unless given permission by the Head Teacher. All pupils must be out of the building by 6.00p.m.

Transporting Pupils - staff should not travel alone with pupils unless in an emergency or where the child is at risk. In this instance the circumstances should be logged with the Designated Safeguarding Lead or the office. If staff are using their own vehicle it should be road worthy and the appropriate licences and insurances held. Staff should not offer lifts to pupils outside of their normal working duties.

Trips and Outings – Adults remain in a position of trust and behaviour should remain professional at all times. Organisers must conduct risk assessments and adhere to Health and Safety guidelines. Staff/child ratios should be considered and where overnight stays are involved, the gender mix should be carefully organised. On residential trips staff must not smoke or drink alcohol in front of pupils. If alcohol is consumed when off duty staff must remain within the legal drink/drive limits at all times.

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Photography and Videos – Staff should be clear about the purpose of recording images and about what will happen to them once the activity is concluded. Informed written consent from parent/carers is sought in the Pupil Induction Pack.

Use of Images and ICT – Staff should be aware of the school's policy on the use of ICT by staff and pupils. Staff must ensure that children are not exposed to any unsuitable material. Staff should also ensure that any films or materials shown to young people are age appropriate. Staff must not access any inappropriate material for their own consumption. Staff are advised not to post their personal details or inappropriate materials on social networking sites.

Use of Mobile phones

Mobile phones and personally owned devices will not be used in any way during lessons or formal school time. They should be switched off or silent at all times.

Mobile phones and personally owned devices brought into school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

Devices should be protected by PIN codes.

Staff should only use their mobile phones for personal calls or messages during personal time in private away from the eyes of the pupils.

Staff must not give their private mobile numbers to pupils or their parents/carers under any circumstances and should not use their personal mobile numbers to call pupils or parents/families or carers within or outside of the setting.

Staff should never store parent's or student's telephone numbers on their mobile phone.

Staff will be issued with a school phone where contact with pupils, parents or carers is required, for example a staff based landline in school or a school mobile for use in case of emergency on school trips or off site activities. Staff should not use their mobile phone or other mobile device as a camera or video /audio recorder to record sound or images of pupils.

Staff should never send to, or accept from anyone, texts or images that could be viewed as inappropriate.

Contact with the Media – Only designated persons are entitled to communicate with the press, radio or television companies.

Sharing concerns, recording incidents – Staff should be aware of child protection procedures including procedures for dealing with allegations against adults. (See flowchart in staffroom.) Staff who are the subject of an allegation should contact their professional association. Staff are responsible for recording any incident and passing on any information where they have concerns about any matter pertaining to the welfare of any individual or child.

General conduct - All staff are expected to carry out their duties within the spirit of mutual respect, co-operation and support.

A teacher should not deliberately behave in such a way as to bring his/her school into disrepute.