



# **Staff Code of Conduct 2025**

Date of Policy: **1st March 2025**

Policy Responsibility: **Sam Gibbs (Principal)**

Updated or reviewed: **Annually**

PERFORMERS THEATRE COMPANY

# STAFF CODE OF CONDUCT

## 1. Introduction

Performers Theatre Company is dedicated to providing a safe, supportive, and enriching environment for children and young people. As a member of staff within the school, your conduct plays a vital role in ensuring the safety, well-being, and development of our students. This Staff Code of Conduct outlines the expectations and standards of behaviour for all teaching staff. It is essential that every teacher adheres to this code to maintain professionalism, integrity, and a positive learning environment.

### 1.1 Purpose of the Code of Conduct

The purpose of this Code of Conduct is to:

- Establish clear guidelines for behaviour that are consistent with our safeguarding principles.
- Ensure a positive and respectful environment for all students, staff, and parents.
- Set expectations for how staff members should interact with students, colleagues, and the wider community.
- Protect the reputation and integrity of Performers Theatre Company.

## 2. Professionalism and Integrity

### 2.1 Role Model Behaviour

Staff at Performers Theatre Company are expected to serve as role models for students, demonstrating professionalism, respect, and integrity in all interactions. Staff should lead by example in:

- Respecting the rights and dignity of all students: Treat each child or young person with fairness, kindness, and respect, irrespective of their age, gender, race, religion, disability, or background.
- Maintaining high standards of behaviour: Staff are expected to uphold high standards of conduct both in the workplace and outside it, as their behaviour reflects on the reputation of the school.
- Professional appearance and behaviour: Dress appropriately for the environment and activities, ensuring that you present yourself in a professional manner.

### 2.2 Confidentiality

Staff must respect the privacy of students and their families. Any confidential information about students, colleagues, or the school should only be shared with authorised individuals when necessary, and in accordance with safeguarding policies and procedures. Breaching confidentiality can lead to disciplinary action.

- Student Information: Staff should not disclose personal or sensitive information about students to anyone outside the school unless required by law or safeguarding concerns arise.
- Social Media and Public Interaction: Teachers must be mindful of their social media presence and ensure it does not conflict with professional boundaries. Sharing information about students or school activities without parental consent is strictly prohibited.

### 2.3 Boundaries and Relationships

Staff are responsible for establishing and maintaining professional boundaries with students, avoiding any behaviour that could be interpreted as inappropriate. Teachers must not:

- Engage in any personal relationships with students, either inside or outside the school setting, that could compromise professional integrity.
- Allow students to engage in any behaviour that would blur professional boundaries.
- Display favouritism toward particular students, as this can negatively affect group dynamics and the overall learning environment.

## 2.4 Behaviour Expectations for Teachers

Staff should:

- Be punctual and prepared for each class or activity, and give notice if unable to attend.
- Be polite, approachable, and respectful in all interactions with students, colleagues, and parents/carers
- Encourage and promote positive behaviour and set clear expectations for students.
- Recognise and celebrate each student's individual strengths and achievements.
- Avoid making derogatory or offensive comments or using inappropriate language in front of students.
- Promote a learning environment that encourages students to express themselves creatively, while maintaining discipline and respect.

## 3. Safeguarding and Child Protection

### 3.1 Duty of Care

As a staff member at Performers Theatre Company, you have a duty of care to protect the physical and emotional well-being of students. You must:

- Ensure the safety of students during all activities, both in and out of the classroom.
- Recognise the signs of abuse, neglect, or emotional distress, and report concerns immediately in line with the school's safeguarding procedures.
- Ensure that all teaching practices and activities adhere to our safeguarding policy and best practices.

### 3.2 Physical Contact

Physical contact with students should be minimal and only occur when absolutely necessary for their safety or to support their learning (e.g., helping with posture in dance, assisting with lifting props, etc.). Any physical contact should be appropriate, respectful, and in the best interest of the student.

Staff should:

- Seek verbal consent from students (if age-appropriate) before any physical contact.
- Avoid unnecessary physical contact with students.
- Be sensitive to the emotional comfort of students when providing any physical assistance.

### 3.3 Reporting Concerns

Teachers must promptly report any safeguarding concerns, disclosures, or suspicions in accordance with the school's safeguarding procedures. If a student discloses a safeguarding concern to you, listen carefully but avoid questioning them. Follow the appropriate procedure and inform the Designated Safeguarding Lead (DSL), Sam Gibbs, immediately.

## 4. Professional Responsibilities

### 4.1 Commitment to Continuous Professional Development (CPD)

Staff are expected to:

- Participate in regular professional development and safeguarding training.
- Keep up-to-date with the latest developments in performing arts education, child safeguarding legislation, and teaching methodologies.
- Be open to feedback to continuously improve their teaching practice.

### 4.2 Attendance and Punctuality

Staff should:

- Arrive on time for all classes, rehearsals, and other work commitments.
- Ensure that students are supervised and supported for the full duration of activities.
- Communicate promptly with Sam Gibbs if unable to attend or if there are any scheduling conflicts.

### 4.3 Preparing and Delivering Lessons

Staff are expected to:

- Prepare classes and activities in advance, ensuring they are appropriate for the age and developmental level of the students.
- Adapt teaching methods to meet the needs of all learners, including those with additional needs.
- Promote a positive and inclusive environment where all students feel valued and supported.

#### 4.4 Interaction with Parents and Guardians

Staff must maintain professional communication with parents and carers. This includes:

- Providing feedback on students' progress, behaviour, and development in a constructive and respectful manner.
- Addressing any concerns or queries from parents promptly and professionally.
- Encouraging parental involvement in their child's learning and ensuring that they are informed of key events and performances.

#### 5. Use of Facilities and Resources

Staff should:

- Use all school resources, including equipment, props, and materials, responsibly and respectfully.
- Ensure that all facilities are left clean and tidy after use.
- Report any damage or issues with facilities or equipment immediately.

#### 6. Disciplinary Procedures

Staff are expected to follow all guidelines and expectations outlined in this Code of Conduct. Failure to adhere to this code may result in disciplinary action, including:

- Verbal or written warnings.
- Suspension from duties.
- Termination of employment or volunteer position.

Disciplinary procedures will be followed in line with school policies and will ensure that due process is followed.

#### 7. Conclusion

Staff at Performers Theatre Company play a key role in providing an exceptional learning experience for children and young people. By adhering to this Code of Conduct, you are helping to ensure that the school maintains a safe, professional, and positive environment in which students can thrive and grow. This code is a reflection of our commitment to excellence in both teaching and safeguarding.