

LAINÉ

THEATRE ARTS

Policies

Staff and Student Code of Conduct

STAFF AND STUDENT CODE OF CONDUCT

CONTEXT

Laine Theatre Arts (LTA) is dedicated to upholding a set of values in the delivery of its further and higher education courses, which include:

1. Striving for excellence in all areas of professional practice.
2. Preserving and nurturing the diverse heritage of dance and musical theatre whilst embracing current industry trends.
3. Embracing and celebrating a diverse array of musical theatre forms
4. Respecting each individual, regardless of their culture or background differences.
5. Cultivating a robust culture of health and well-being both physical and mental.
6. Fostering freedom of thought and expression, supporting academic freedom of speech.
7. Promoting entrepreneurship and innovation in all areas of the performing arts industries and transferable avenues of employment.
8. Encouraging a culture of creative opportunities.
9. Emphasizing lifelong learning and continuous professional development.
10. Recognizing and the importance of the students' and staff voice.

This "code" is designed as a framework for students and staff to establish a positive, supportive, and inclusive working environment. It is not intended to replace disciplinary regulations or address academic misconduct. All staff and students are expected to collaborate in upholding this code, fostering safe and inclusive learning and working environments for all.

PRINCIPLES

Students and staff at Laine Theatre Arts are expected to conduct themselves in a professional manner to promote and uphold mutual respect within the LTA community.

This includes:

- Demonstrating respect
- Showing understanding
- Being punctual/present
- Being prepared
- Being considerate

Further elaboration of these principles can be defined as follows:

- Demonstrating respect for LTA and its values
- Treating all individuals and visitors at LTA with respect and actively promoting an anti-racist environment in order to firmly foster inclusivity
- Exhibiting appropriate behaviour within all LTA Sites, including responsible adherence to health and safety regulations and equipment, following designated smoking areas, and maintaining the cleanliness of the area
- Using appropriate communication and language on social media platforms concerning LTA and all students/staff
- Refraining from intentionally damaging or defacing any part of the campus, including all LTA Buildings, theatres, and other external facilities
- Abiding by the law and avoiding engaging in any activity or behaviour that might tarnish LTA's reputation
- Using language that is appropriate and respectful when communicating with others, both verbally and electronically, being mindful of the origins of words or phrases and potential offences they may cause.
- Avoiding any form of threatening or disruptive behaviour, whether physical or verbal, that may cause harm, whether physical or emotional, to others

- Being mindful of the communication and language used on social media platforms, both concerning LTA and others
- Demonstrating awareness and respect for the differences and diversities within LTA
- Listening to and respecting the views of others, acknowledging that others may hold different ideas, opinions, and views
- Being mindful of and respecting cultural and behavioural differences among people
- Exhibiting appropriate behaviour towards members of all meetings, committees, lectures and lessons, allowing others to speak and express differing views, and conducting oneself without using threatening or aggressive language or behaviour
- Maintaining good timekeeping and attendance in all classes, meetings, committee's and events
- Providing appropriate and timely apologies when late or absent to class or meetings
- Actively participating in order to gain the most benefit from scheduled development sessions and meetings
- Ensuring that all necessary preparatory work is completed to derive the maximum benefit from each session or meeting; providing appropriate and timely apologies when this is not achievable.
- Seeking permission to capture videos or photographs of someone else, their work, or creations.

LTA'S CULTURE OF PROFESSIONALISM IN THE PERFORMING ARTS

Laine Theatre Arts operates within a culture of professionalism, incorporating the values and principles of the performing arts industry and recognising professionalism as a fundamental ethos not only in the performing arts but also in the broader modern world. The following sections outline what is meant by a "culture of professionalism in the performing arts" and how this can be embraced by all within LTA.

Examples of professionalism in the performing arts include:

- Accepting directions
- Collaborating generously
- Upholding theatre etiquette
- Dressing appropriately for the activity being undertaken
- Devoting full attention to the immediate tasks of the role
- Being fully prepared and ready for the tasks at hand, whether in rehearsal or for a performance
- Treating the audience and all who work within the theatre with respect

PROFESSIONALISM

Staff members and students are expected to consistently treat others in a professional manner, displaying courtesy, responsibility, and reliability. They should aim to be well-prepared and to facilitate the learning process while maintaining an open-door policy. The objective is for all members of the LTA community, including staff and students, to embrace and uphold LTA's core values and principles, fostering a professional environment. This attitude is expected to extend beyond LTA to other environments, both currently and in the future.

PARTICIPATION IN COMMITTEES

Laine Theatre Arts is committed to listening and responding to the Student Voice. Students have various opportunities to provide feedback, including via committee participation. Laine Theatre Arts expects all staff and students participating in committees to uphold the highest standards of professionalism; maintaining confidentiality over specific agenda points, raising discussion points in an honest, balanced, and factual way, and ensuring that the views of the wider college community are accurately represented. Although it may not ultimately be possible to safeguard the identity of individuals within committee discussions, every care should be taken to do so. The names of specific individuals should never be used,

and minutes will be drafted to minimise readers' ability to identify the same. If, at any stage during committee proceedings, a point is raised which the Chair feels is inappropriate on the grounds of confidentiality, the discussion of that point will be terminated and an opportunity for further confidential discussion will be provided outside of the formal committee setting.

INDEPENDENT PROJECTS

Independent solo and group projects are encouraged, promoting self-directed work including the annual student cabaret evening. Deadlines are set, detailed assessment briefs are issued, and feedback is provided in various forms, including corrections within lessons and feedback post assessment and performance. Students participate in professional-level productions with industry creatives and engage in a range of activities designed for different purposes and audiences.

STAFF/STUDENT COMMUNICATION

SOCIAL MEDIA

Members of Faculty and current students may not communicate with each other on any social media platform under any circumstances unless it is the formal communicative facility of a college course. Staff and students must use official LTA email accounts to communicate only.

SOCIALISING

Members of Faculty and students are not allowed to socialise, unless at an official college event. 'Socialising' includes meeting and mixing in what are generally considered informal social settings - public houses, public spaces, cafes, restaurants, private houses, private parties, etc. Whereas one would not expect a member of Faculty or a student to leave a public house if the other were also there, faculty and students would not be permitted to join each other for any length of time. If a member of staff or student becomes aware of each other's presence at an informal, private event such as a gathering or party, they are

required to leave the event immediately and to notify HR or the Head of Student Services in writing that they have done so at the earliest opportunity.

Graduating students will be considered students of Laine Theatre Arts until the new academic year commences and staff and students should continue to treat each other as such in all communication until this date passes.

SCOPE

This code of conduct applies to all aspects of academic life and employment at Laine Theatre Arts (LTA), including students, employed staff, and freelance workers.

IMPLEMENTATION AND POSSIBILITIES

This code of conduct is made accessible to all students and staff and is introduced during the induction process for new starters. It is available on the portal and is referenced throughout LTA documentation as "The Student Code of Conduct" and "The Staff Code of Conduct." Students and staff have a responsibility to implement the code to promote mutual respect within the LTA community. It should be an integral part of the daily life of everyone, with the goal of ensuring professionalism from all students and staff.

DISREGARD OF THE CODE OF CONDUCT

Students and staff who fail to adhere to LTA's Code of Conduct will be subject to LTA's Disciplinary Procedure if their behaviour or actions are deemed to constitute misconduct (a comprehensive list of misconduct can be found in the Disciplinary Procedure and below). LTA is committed to ensuring equal opportunities and respect for all staff and students, including but not limited to those with protected characteristics, such as age, disability, race, religion, gender, sexual orientation, gender reassignment, or socio-economic status. This commitment is actively promoted through staff and student induction processes, as well as through regular activities throughout the academic year.

Any student or staff member should feel confident about raising concerns without the risk of facing disadvantages. Staff members will handle concerns with respect and confidentiality. LTA encourages students and staff to address problems at the informal stage, in the hope that a situation can be resolved in a mutually respectful manner. If students or staff members do not feel comfortable discussing their concerns with the relevant party, they should contact the Head of Student Services, or HR. Each of these entities will treat the concern with respect and handle it promptly and robustly.

Non exhaustive list of examples of minor misconduct and gross misconduct;

Examples of Minor Misconduct

Below are listed examples of misconduct which may warrant a first warning. It is stressed, however, that this list is not exhaustive and that on all occasions a full and proper investigation must take place prior to the issue of a warning.

- Persistent lateness and poor time-keeping
- Absence from work, including going absent during work, without valid reason, notification or authorisation
- Smoking within unauthorised areas
- Failure to work in accordance with prescribed procedures
- Incompetence
- Unreasonable standards of dress or personal hygiene
- Failure to observe Company regulations and procedures.

Examples of Gross – Misconduct

Listed below are examples of misconduct which may be considered to be Gross Misconduct and may warrant a final written warning or dismissal or action short of dismissal. This list is not exhaustive.

- Inappropriate liaisons or behaviour or relationships with students which could lead to favouritism, or bring the College's name into disrepute
- Theft, including unauthorised possession of College property

- Breaches of confidentiality, prejudicial to the interest of the College
- Being unfit for duty because of the misuse/consumption of drugs or alcohol
- Refusal to carry out a management instruction which is within the individual's capability and which would be seen to be in the interests of the College.
- Bribing or attempting to bribe another individual, or personally taking or knowingly allowing another person to take a bribe
- Physical assault, breach of the peace or verbal abuse
- False declaration of qualifications or professional registration
- Failure to observe College rules, regulations or procedures
- Wilful damage of property at work
- Incompetence or failure to apply sound professional judgement.

REVIEW

The Senior Management Committee reviews this code of conduct on a 3-year cycle, and the adoption of the document is carried out at the Academic Board with both students and staff represented.

DOCUMENT CONTROL

Version:	1
Approved by:	Senior Management Committee and Academic Board
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