



## **Student Code of Conduct**

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Approved by: Quality Committee  
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This Code of Conduct applies to all students currently enrolled on a course at BN1 Arts.

Any breach of this Code of Conduct will be taken seriously and, where deemed necessary, dealt with through BN1 Arts' Student Disciplinary Procedure. Sanctions against unacceptable behaviour will be applied consistently in the interests of everyone's learning, teaching and experience. By enrolling at BN1 Arts, students confirm their agreement to comply with this Code and the BN1 Arts Rules, Regulations, Codes, Policies and Procedures.

BN1 Arts jurisdiction over student conduct is not limited to its premises or solely within term time and includes student's use of electronic and digital mediums, including social media. This means, for example, that behaviour off campus and during vacations, weekends, evenings, on placements and field trips and other activities may be taken into consideration. It also means that behaviour in a social setting (such as at an external event associated with BN1 Arts, or on social media) may have consequences whether or not it takes place during normal opening hours.

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## **1. PROFESSIONAL CONDUCT**

The major principles that form the basis of acceptable student conduct are:

- You are expected to respect and observe all of the rules and regulations of BN1 Arts.
- Students should conduct themselves in an orderly and appropriate manner in their academic and recreational activities while they are in attendance at BN1 Arts or in engagement in any BN1 Arts activity.
- Students should respect the rights and privacy of other members of BN1 Arts at all times.

## **2. MISCONDUCT**

The general definition of misconduct within this Code of Conduct is improper interference, in the broadest sense, with the proper functioning or activities of BN1 Arts, or those who work or train at BN1 Arts; or action which otherwise damages BN1 Arts.

### **The following constitute misconduct:**

A. Actions which cause actual or potential distress or harm to others:

1. Offences against the criminal law;
2. Verbal abuse or intimidation;
3. Causing distress to others through excessive and unacceptable levels of noise on Institute premises or in the local community;
4. Anti-social behaviour which causes distress to others and/or reputational harm and/or damage to BN1 Arts' relationship with the local community;
5. Assault or causing physical harm;
6. Sexual violence and misconduct;
7. Threatening, offensive or indecent behaviour;
8. Acts of bullying, harassment or intimidation;
9. Theft, fraud, or deliberate falsification of records;
10. Possession, consumption or being under the influence of alcohol on any BN1 Arts premises or external premises used for teaching or masterclasses;
11. Possession, consumption or being under the influence of and/or intent to supply controlled drugs;
12. Possession of an offensive weapon/firearm including imitation or replica products;
13. Multiple or repeated minor offences.

B. Actions which are likely to cause actual or potential damage to property of others:

1. Offences against the criminal law;
2. Causing minor damage to property;
3. Causing serious and deliberate damage to property;
4. Multiple or repeated minor offences.

C. Actions which disrupt the normal operations, and/or safe use of BN1 Arts' facilities including, where applicable, reputational damage to BN1 Arts, including:

1. Offences against the criminal law;
2. Causing distress to others through excessive and unacceptable levels of noise on Institute premises or in the local community;
3. Anti-social behaviour which causes distress to others and/or reputational harm and/or damage to BN1 Arts' relationship with the local community;

4. Assault or causing physical harm;
5. Threatening, offensive or indecent behaviour;
6. Persistent acts of bullying, harassment or intimidation;
7. Theft, fraud, or deliberate falsification of records;
8. Possession, consumption or being under the influence of alcohol on any BN1 Arts premises or external premises used for teaching or masterclasses;
9. Possession, consumption or being under the influence of and/or intent to supply controlled drugs;
10. Possession of an offensive weapon/firearm including imitation or replica products;
11. Multiple or repeated minor offences.

D. Actions which impede or interfere with the pursuance of work/study of members of BN1 Arts, or impact on normal operations of BN1 Arts.

1. Offences against the criminal law;
2. Failure to comply with explicit rules or regulations; e.g. unauthorised parties on Institute premises, smoking in non-designated areas, causing a disturbance in examinations;
3. Infringement of BN1 Arts Health & Safety rules, e.g. failure to vacate during fire alarms, lighting fires or barbecues in unauthorised areas, or tampering with safety equipment;
4. Refusal to respond to reasonable requests by relevant Institute staff, e.g. refusing to confirm identity when requested during the normal course of their duties, failure to attend a disciplinary meeting without good reason;
5. Causing distress to others through excessive and unacceptable levels of noise on Institute premises or in the local community;
6. Anti-social behaviour which causes distress to others and/or reputational harm and/or damage to BN1 Arts' relationship with the local community;
7. Threatening, offensive or indecent behaviour;
8. Persistent acts of bullying, harassment or intimidation;
9. Possession, consumption or being under the influence of alcohol on any BN1 Arts premises or external premises used for teaching or masterclasses;
10. Possession, consumption or being under the influence of and/or intent to supply controlled drugs;
11. Possession of an offensive weapon/firearm including imitation or replica products;
12. Persistent refusal to pay a fine or observe another penalty imposed following a disciplinary hearing;
13. Trespassing;
14. Multiple or repeated minor offences.

E. Engaged in fraud, deception or dishonesty in relation to BN1 Arts or its staff or in connection with holding any office therein or in relation to being a student thereof.

F. Attempting to access and interfere with the security, integrity or privacy of any files or confidential material held by BN1 Arts, its Staff, Students or third parties.

G. Provided misleading, fraudulent or untrue information in order to gain admission to BN1 Arts or with regard to the determination of Fee Status or of financial support administered by BN1 Arts, or failing to disclose or deliberately withhold information regarding previous criminal convictions or ongoing investigations that could risk further incrimination.

H. Portrayed themselves or provided inaccurate and/or misleading information about themselves or BN1 Arts through any medium, including social networking sites, which is deemed to undermine the operation of BN1 Arts or brings into question their suitability for continued registration on their course of study.

Note: When a training professional is deemed to be in a state of mind or health which is perceived to pose a threat, affect the welfare of tutors and/or other training professionals, or is disruptive of the learning and teaching process, BN1 Arts reserves the right to refer the student for an occupational health assessment before any recommencement of study can be considered. In the event that the disciplinary issue will require police investigation it may be necessary to wait until the conclusion of that investigation before any BN1 Arts investigation or procedure can take place. BN1 Arts will take conclusions of any police investigation into account when conducting its own disciplinary hearing. Should the police issue any bail conditions whilst conducting their investigations BN1 Arts will have to respect these conditions with immediate effect which may mean a suspension of students or restrictions on access to facilities.

### **3. ATTENDANCE AND PREPARATION**

As a student on the BN1 Arts Extended Diploma, you will be held to a working professional standard of attendance and professional protocol in alignment with the expectations of higher professional education and the current working industry. Punctuality, reliability, time management and correct preparation are a prerequisite for ensuring a successful career in all contemporary performing arts job sectors.

- All students should arrive for each class 5 minutes prior to commencement.
- All students should arrive prepared for the class dressed appropriately, with the correct equipment and having prepared all work set from the previous class.
- Students should be prepared to begin work at the class start time.
- Should the student require further preparation prior to the start of class (for example: where a warm up is not structured into the class time) this should be completed in their own time prior to the beginning of the class (time permitting - allowance will only be given for quick class turnovers and tutors will account for this).
- In the event of lateness, entry to the class is at the tutor's discretion. In line with the BN1 Arts procedure, and the procedures of most music/performing arts schools, this may mean that the training professional will miss the class.
- In all events of classes missed, due to lateness or for other reasons, it is the responsibility of the student to catch up on any work missed or homework set either through communication with fellow training professionals or with the relevant tutor.
- Students should make use of their breaks between classes to effectively prepare for their next session. In line with effective time management, this includes:

- A short moment for relaxation and cooling off
- Using the toilet
- Hydration
- A healthy snack to boost energy ahead of class

- Compiling the necessary materials for the following class
- Getting changed into the appropriate clothing for the following class
  - In the event that the student needs to leave a class, First Aid, Safeguarding and Fire Safety protocol requires that the relevant tutor is notified. Except in extreme (or priorly agreed) extenuating circumstances, no training professional should ever leave a class without first notifying the relevant tutor.

#### **4. ILLNESS, INJURY AND ABSENCE**

In line with national Safeguarding and Fire Safety protocol, BN1 Arts operates a thorough attendance register procedure. Absences and late attendances on this system are listed as authorised (these do not impact the students attendance record) or unauthorised (these do impact the students attendance record, and by extension, the attendance record of BN1 Arts as a whole).

Any absence due to illness or injury must be reported to Student Support ([studentsupport@bn1arts.co.uk](mailto:studentsupport@bn1arts.co.uk)) before 9 AM, in order for it to be authorised. For the continued health and security of all students, all absences related to illness, health or wellbeing should last a full day. If a student is too unwell or injured to attend classes in the morning, they should not attend classes in the afternoon. Where this is the case, it is the students responsibility to catch up on work, as per General Attendance and Preparation protocol. In the case of injury, attendance to observe classes should be negotiated with the appropriate tutor.

A doctor's note or a note from a relevant medical professional is required for all absences relating to illness or injury in order for the absence to be authorised. This included all injuries, both physical and vocal.

The BN1 Arts tutors are all highly experienced practitioners in their chosen fields who are able to quickly identify whether a student is fit or well enough to take part in certain activities. As such, the students' suitability for involvement in a particular class will be assessed by the relevant professional tutor. Students are strictly discouraged from self diagnosis and tutors reserve the right to impose physical and/or vocal rest in the instance of injury or authorised absence in instances of illness where bed rest may be required. In the instance of physical or vocal rest (except in extenuating circumstances) attendance at all classes is required for observation and note taking.

In the case of all other absences, this should be negotiated via Student Support with the Program Leader via letter or email explaining the circumstances of the absence. Where possible, this should always be verified with a phone call from the students parents and/or guardians.

#### **5. NUTRITION, HEALTH AND FITNESS**

BN1 Arts has a duty of care to its students, and the desire to enable everyone to fulfil their potential in performance. It is known that, along with many athletes, actors and dancers are at greater risks of having issues around food and developing eating disorders. We are committed to developing, training and nurturing healthy performers: physically, nutritionally and mentally. BN1 Arts endeavours to encourage positive attitudes towards healthy eating and body image at all times. If you are concerned about yourself or someone else, please speak to a member of the student support team.

## **6. MENTAL HEALTH**

Should you feel, at any time, that you are experiencing any symptoms of mental health conditions, depression or anxiety, our Student Support Team can help navigate you towards any help that you may require. Our in house counselling team also allows students to access counselling sessions where they may require them.

Absences relating to mental health conditions should be treated in the same way as illness/injury absences and, in the case of more sensitive issues, negotiated with the Program Leader. If you have any further questions, please do not hesitate to speak with the Student Support team directly.

## **7. SOCIAL MEDIA**

For the purpose of this Code of Conduct, the term 'Social Media' is used to describe channels dedicated to community-based input, interactions, content sharing and collaboration. They currently include, but are not limited to, Facebook (and Messenger), Instagram, WhatsApp, Snapchat, X, LinkedIn, Reddit, Pinterest, and Google+. This applies to social media communications made both on public and private forums. While posts added to public forums can be seen by any member of the public from the date of publication, training professionals are asked to remember that posts added to private forums can also be shared publicly by others. There have been a number of high-profile cases where students across the country have been disciplined after offensive comments, made on private messaging services such as WhatsApp and Snapchat, were captured and subsequently shared. With this in mind, training professionals should remember that action can be taken by BN1 Arts if behaviour failing to meet policy guidelines is identified either publicly or privately.

- A. Students are encouraged to be mindful of how their identity, statements or views appears online and are reminded that future employers and industry contacts may view social media profiles when hiring to get an idea of a candidate's character, personality or employability. Students should therefore be conscious of making posts today that may hinder them, for whatever reason, in the future.
- B. Students may find starting at BN1 Arts to be a good time to clean up their existing social media accounts and start to transition to a more professional appearance.
- C. Students are personally responsible for what they communicate on or through social media and they must adhere to the standards of behaviour set out in this Code of Conduct and any related policies.
- D. Society is increasingly using social media for raising complaints. However, any students wishing to raise a complaint should do so via the established Student Complaints Procedure (<https://bn1arts.co.uk/our-policies>). This is the fastest way to get a response and resolution to your problem.
- E. Use of social media must not infringe on the rights, or privacy, of other students or staff and training professionals must not make ill-considered comments or judgements about other training professionals, staff or third parties.
- F. We recommend that permission to share third party material, including all images, photography, text and videos, should be sought and recorded in a tangible format before uploading them to or linking them via social media. Furthermore, where permission is obtained, we recommend such materials should be credited appropriately.

G. The following non-exhaustive list is considered to be of an unacceptable nature and should never be posted:

- Confidential information (which may include research not yet in the public domain, information about fellow training professionals or staff or personal matters, non-public or not yet approved documents or information)
- Details of complaints/potential complaints and/or legal proceedings/potential legal proceedings involving BN1 Arts
- Personal information about another individual, including contact information, without their express permission
- Comments posted using fake accounts, made-up names or using another person's name without their consent
- Inappropriate material, including images, that is, or may be perceived to be threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual, group or entity
- Any other posting that constitutes, or may constitute, a criminal offence
- Anything which may bring BN1 Arts into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff and those connected with BN1 Arts.

H. Students should be mindful that statements on social media that cause harm to an individual, including to their reputation, or that interfere with an ongoing disciplinary/legal process may create a potential claim against the individual making the statement.

Furthermore, this may extend to the sharing of statements made by others.

I. Students should also be aware that communications on social media are also subject to legislation, which aim to prevent interference with legal proceedings regardless of intent to do so.

J. BN1 Arts will not accept any form of bullying or harassment by or of members of BN1 Arts, training professionals or stakeholders.

K. The following non-exhaustive list of examples illustrate the types of behaviour, displayed through social media, which BN1 Arts considers to be forms of cyber bullying:

- Maliciously, negligently or recklessly spreading rumours, lies or gossip
- Intimidating or aggressive behaviour, as perceived by those viewing the social media
- Offensive or threatening comments or content, as perceived by those viewing the social media
- Posting comments/photos etc. deliberately, negligently or recklessly mocking an individual with the potential to harass or humiliate them, as perceived by those viewing the social media.

L. All breaches of the Code of Conduct will be dealt with as per the Disciplinary Procedures listed below.

## **8. DISCIPLINARY PROCEDURE**

In cases of alleged minor infringements of the Code of Conduct, BN1 Arts will seek to resolve disciplinary matters informally, with disciplinary procedures operated by the Program Leader.

If the matter cannot be resolved informally due to there being an allegation of a more serious breach of the Code of Conduct, or repetition of minor acts of misconduct, the College Principal, or nominee, will be required to conduct a formal investigation.

A student who is the subject of an allegation of misconduct may be suspended



by the College Principal, or nominee, if his/her/their continued attendance at the college could interfere with the formal investigation and/or present a risk to students and/or tutors. A student against whom a criminal charge is pending, or who is the subject of a police Investigation, may be suspended by the College Principal, or its nominee, pending the outcome of the police investigation. In conducting a formal investigation, the College Principal (or nominee) will:

- Inform the student in writing of the nature of the alleged misconduct and, having given the student five days' notice in writing, require the training professional to attend a formal disciplinary hearing;
- Advise the student that he/she/they may be accompanied at the disciplinary hearing;
- Establish a panel to hear the case comprising the College Principal (chair), or nominee, and the Head of Student Services or another senior member of staff and arrange a formal record to be made of the meeting;
- Interview and/or obtain written statements from any witnesses to the alleged breach of the Code of Conduct in advance of the formal disciplinary hearing, including, but not limited to, the person making the allegation of misconduct;
- Determine, in light of the evidence presented, whether a breach of the Code of Conduct has been committed

If the panel is satisfied that there has been a breach of the Code of Conduct, they will take one or more of the following courses of action:

- Issue a verbal warning to the student indicating the consequences of future misconduct, a record of which to be entered into the students file removable after 6 months;
- Issue a written warning to the student indicating the consequences of future misconduct, to be entered into the students file removable after 12 months;
- Issue a final written warning to the student indicating the consequences of future misconduct, to be entered into the students file removable three months after the completion of the students course;
- Suspend the student with immediate effect for a fixed period of time from college premises and/or services;
- Permanently exclude the student with immediate effect from college premises and /or services

Additionally, the College Principal, or nominee, may:

- Require the student to compensate or make good any damage caused to college property;
- Require the student to make appropriate recompense or apology for any offence or harm caused, or any damage done, to BN1 Arts relations with its members or the outside community;
- Within five days of conclusion of the disciplinary hearing, the student will be notified in writing of the outcome of the disciplinary hearing, the reasons for that outcome, a summary of the alleged facts on which the disciplinary action is based and any penalty imposed. The notice will include a clear statement of the right and method of seeking a review of the decision.
- The student has the right to appeal to the Principal against the outcome of the disciplinary hearing, where the penalty entails suspension or exclusion. The appeal

must be received within five days of the training professional being notified of the outcome of the disciplinary hearing.

**Academic Misconduct**

Where the allegations against a Student are of Academic Misconduct, those allegations will be considered under BN1 Arts Academic Misconduct Policy.

**Bullying & Harassment**

Where the allegations against a Student relate to Bullying or Harassment, those allegations will be considered in accordance with BN1 Arts Anti Bullying Policy.

**Sexual Misconduct**

Where the allegations against a Student are of Sexual Misconduct, those allegations will be considered in accordance with BN1 Arts Safeguarding Policy.

**All BN1 Arts Policies can be found here: <https://bn1arts.co.uk/our-policies>**