



## Staff Code of Conduct

**Last approved: September 23**

**Approved by: SLT**

**Next review due: September 2026**

## **Safeguarding Statement**

BN1 Arts is a post-16 specialist provider, specialising in Music and the Creative and Performing Arts. All staff, volunteers and partners are committed to safeguarding the welfare of every person within BN1 Arts. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

## **Introduction**

All staff have a responsibility to ensure they are acting professionally and with full capability within their roles. Practices must be in line with all policies. Staff must ensure that they are familiar with these policies to enable them to work safely within BN1 Arts.

BN1 Arts has an expectation that staff are professional, honest, and work with the BN1 Arts ethos, mission statement and safeguarding promise at the centre of everything they do. They will ensure that BN1 Arts is a respectful and welcoming environment for all students and staff, and work to the best of their abilities for the students and their teams at all times. They will support the students and their colleagues and continuously seek to develop themselves as working professionals.

Should a member of staff have any concerns or questions during their time with BN1 Arts, they will seek clarity and support from their line managers.

## **Aims**

This policy aims to set and maintain standards of conduct that we expect all staff to follow. By creating this policy, we aim to ensure that BN1 Arts is an environment where everyone is safe, happy and treated with respect. BN1 Arts staff have an influential position in the college, and will act as role models for students by consistently demonstrating high standards of behaviour. Failure to follow the code of conduct may result in disciplinary action being taken, as set out in the BN1 Arts Disciplinary Policy.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the college and its students.

## **General obligations**

Staff set an example to students, and will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in college
- Treat students and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Not express personal, political or religious beliefs in a way that will influence students, and will not exploit students' vulnerability or views which might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to BN1 Arts' policies
- Maintain levels of professionalism at all times

## **Safeguarding**

Staff have a duty to safeguard students from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, neglect, or any action that could cause harm.

Staff will familiarise themselves with BN1 Arts' Safeguarding Policies and the PREVENT initiative, and ensure they are aware of the processes to follow if they have concerns about a young person.

BN1 Arts' Safeguarding Policies are available in the staff room and on the website. New staff will also be given copies on arrival and will attend a safeguarding induction with the Designated Safeguarding Lead.

All staff have a responsibility to ensure their training and understanding of safeguarding is current and up to date.

## **Staff/student relationships**

Staff will observe proper boundaries with students that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and students must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see into the room/area
- A colleague or line manager knows this is taking place.

Staff should avoid contact with students outside of college hours unless explicit consent from a line manager or SLT has been given to undertake a specific activity with students during this time.

Alternatively, if students have remained at college after hours, for example because they are waiting to be collected by an adult or parent, there must always be at least two members of staff available and present with them.

Personal contact details must not be exchanged between staff and students.

If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, this should be reported to their line manager or the Designated Safeguarding Lead.

### **Communication and social media**

BN1 Arts' staff social media profiles should not be available to students. If they have a personal profile on social media sites, they should try not to use their full name, as students may be able to find them. Staff should consider using a first and middle name instead, and must always set public profiles to private.

As working professionals, staff often have professional music accounts that may be open to the public. Whilst it is discouraged that staff allow students to engage with them in any format on social media so as to avoid blurring professional boundaries, BN1 Arts recognises that there will be occasions that students will follow a staff member's professional account. In these instances, staff must be responsible for the content that they are posting and ensure it is appropriate for the students and for BN1 Arts.

Staff must not attempt to contact students or their parents from their personal social media account in order to develop any sort of relationship.

Staff will ensure that they do not post any images online that identify children who are students at

the college without their consent.

Staff should be aware of the college's Online Safety Policy.

### **Acceptable use of technology**

Staff will not use technology in college to view material that is illegal, inappropriate or likely to be deemed offensive. This includes but is not limited to: sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or college equipment for personal use, in college hours or in front of students. They will also not use personal mobile phones or cameras to take pictures of students - unless a request has been filed in advance with the Designated Safeguarding Lead. In this instance, files must be removed from personal devices before the end of the working day.

BN1 Arts has the right to monitor emails and internet use on the college IT system. For more information, please refer to BN1 Arts' Data and Privacy Policies

### **Confidentiality**

In the course of their role, members of staff are often privy to sensitive and confidential information about the college, staff, students and their guardians.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for.

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

For more information, please refer to BN1 Arts Privacy Notice.

### **Honesty and integrity**

Staff should maintain high standards of honesty and integrity in their role. This includes (but is not

limited to) when dealing with students, handling money, claiming expenses and using college property and facilities.

Staff will not accept bribes. Should a bribe attempt be made, this must be reported to a member of the Senior Leadership Team immediately for further investigation.

Staff will ensure that all information given to BN1 Arts about their qualifications and professional experience is correct. They understand that, should any information provided by a member of staff prove to be false in any capacity, they may face disciplinary procedures.

### **Dress code**

BN1 Arts offers staff the opportunity to wear 'relaxed' attire. Staff will still be expected to dress in a professional, appropriate manner. Outfits will not be ripped or overly revealing. Clothes will not display any offensive or political slogans, and footwear should be appropriate.

### **Conduct outside of work**

Staff will not act in a way that would bring BN1 Arts, or the teaching profession into disrepute. This covers criminal offences, as well as negative comments about BN1 Arts on any public platform, for example, social media.

Should you have any questions or concerns about your conduct or the conduct of another person within BN1 Arts, please speak to your line manager or a member of the Senior Leadership Team for further guidance and clarification.