



# PPA

## PROFESSIONAL CODE OF CONDUCT POLICY

### STATEMENT OF POLICY PURPOSE

PPA provides you with the skills and techniques that will enable you to meet the requirements and demands placed on the versatile professional for entry into drama school and the entertainment industry. As befits training for the acting and the musical theatre profession there is an expectation that you will develop a rigorous and disciplined approach in order that you attain the highest standards of professional behaviour and conduct.

#### **Attendance Expectation**

At PPA all students are expected to have a high attendance record. There are many reasons and benefits of this, not only for your development as a student performer, but also for entry into the industry and the professional workplace in general. Attendance is also of importance in health and safety considerations. We monitor students carefully and any student that falls below 80% attendance, whether authorised or unauthorised, will trigger a 3-letter system. The system, described below (in the 'Absences' section), involves PPA sending out a letter of warning. If

there is no response, a second is sent. If there is no response to the third PPA warning letter, PPA and DMU reserve the right to suspend the registration of the student.

### **Attendance monitoring**

PPA's degree level provision adheres to DMU's policies regarding attendance. Every student's attendance will be monitored throughout the programme. Students with a poor attendance record will be sent a series of letters from the Head of Academic Studies, Dr Valerie Vaneko-Lucas. They may also be asked to talk with their Course Leader. If they fail to respond, and/or absence persists, DMU and PPA reserve the right to terminate the student's registration.

### **Registration**

Every student must attend daily registration. If you are ill, you must personally ring in on 01483 459080 before 8.00am and leave a message on the office answerphone. If you are ill, or if you miss registration time, then you are EXCLUDED for the day.

1. You must register at the beginning of each day: 8am registration
2. Registration will take place in the building of your first lesson. The register will be taken by a nominated Student Head of Year. Names of any absent students will be written on the absence whiteboard and registers returned to the register station.
3. Warm-ups will take place immediately after registration and before timetabled classes. Warm-ups are compulsory, and you are required to attend so that you are physically and mentally prepared for the day. Warm-ups will be led by nominated Student Head of Year.

### **Absences**

Students are required to attend all scheduled activities within their programme. Students with a poor attendance record will be sent a series of warning letters. If they fail to respond, and/or absence persists, DMU and PPA reserve the right to terminate the student's registration.

If you need to take time off for any reason you must discuss it with your Course Leader first and then complete an Authorised Absence Form. Students must not be absent without good cause.

For absences due to illness, lasting up to six consecutive calendar days, students must inform tutors, whose classes they are missing, of the reasons for their absence. For absences of seven consecutive days or more due to illness a medical certificate must be submitted.

The director of a production or project may exclude a student from the production or project concerned (and re-cast it accordingly) if a student has continued lateness or unauthorised absences. For absences due to illness impacting on Assessment please see procedures set out in Chapter 5 of 'General Regulations and Procedures Affecting Students' here: <https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/students/students.aspx>

## **Time Management**

Lateness will not be tolerated. It is the expectation that you will always be punctual, without exception. Individuals must arrive prior to the start of each session and be ready for each class to begin at the specified time. Any student who is late will result in the student being sent home for the rest of the day, and a verbal caution will be issued.

Students who are late for classes may be excluded from that lesson and sent to the office.

Any subsequent barring for lateness or unauthorised absence will be a breach of the Code of Conduct and will result in further disciplinary procedures.

## **Student Etiquette**

Good manners and positive working practice are essential to maintaining a cohesive and progressive working environment. This expectation extends beyond the classroom to all areas of the building and in public as an ambassador of PPA.

The focus on individual and group development is such that all classes on the timetable are compulsory and deemed necessary. A member of staff will refuse admission to a class if a student arrives late and the student will subsequently be sent to the office.

The following are understood to be reasons for excluding a student from a project:

1. Persistent absenteeism whether because of illness or for any other reason
2. Repeated lateness
3. Disruption to the work of the group by way of conduct and/or attitude
4. Lack of evident commitment to the work
5. In addition, violent or other unacceptable behaviour can result in immediate dismissal from the course.

If a Project Director feels that a student is behaving in any of the above ways, they can ask the Staff Head of Year for the student to be permanently excluded from the Project. The Staff Head of Year will then discuss the matter, first with the Course Leader and then with the student. The final decision is made by the Principal. The student may be allowed to return to the project with reduced casting.

## **Personal Appearance**

Personal presentation is very important in the performing arts industry and you will be expected to wear appropriate clothing which may differ depending on the class and the work you are doing. This will be clearly explained to you by your module teachers/lecturers in your initial classes. These will include your own wardrobe, specific dance/movement, exercise, practice or rehearsal garments, footwear and unbranded rehearsal blacks for certain classes. You will be expected to organize yourself so that you are appropriately dressed for every class or rehearsal.

Any student in incorrect attire for class will be asked if they have the correct clothing with them and if so, subsequently asked to change. If a student does not have the correct clothing, they will be sent to the Administration Office by the tutor. PPA reserves the right to send a student home if deemed necessary.

## **Entry and Exit to the building**

You must register with your year group at the start of every day. If you arrive after registration you must let the office know that you are present. This is a legal requirement and is for your own health and safety whilst on the premises.

If you need to leave college prior to the end of classes, you must seek authorisation from your Staff Head of Year prior to your absence.

## **Mobile Phones**

The use of mobile phones is not permitted within the studio or rehearsal room. Out of courtesy to tutors and fellow students you are always requested to keep your phone switched off.

The actions that will be taken if regulations are breached are as follows:

Any student whose phone rings during class/rehearsal will be dismissed from the class. There may be occasions when tutors will allow students to use phones as a recording device, or a research and reference tool. This will be at the discretion of the tutor.

Please note mobile phones are not considered appropriate tools for note taking at PPA and should not be used for this purpose.

## **Fire safety**

PPA will hold regular fire drills. This is to ensure that you know what to do in a real emergency. Please cooperate with the drill when it happens and follow instructions

from staff carefully. It is vital that you know the fire safety procedures, including what to do if you discover a fire. Your tutor will talk to you about this.

### **First aid**

Should you need medical assistance, there are a number of PPA staff members who are trained in First Aid. First Aid kits are located in the cafeteria at the entrance of the Cathedral Hill PPA site. The first point of call in a first aid emergency is the Reception, with the designated Safeguarding Officers: Emike Umolu and Chloe Cuthill.

If you feel unwell or you have an accident, you must inform a member of staff as soon as you can. If you are unsure who to tell, you can talk to the office.

All students are required to complete a medical form on accepting their place indicating if you have any medical needs and/or you are taking medication. This is a strictly confidential form which will make sure that you receive the correct medical attention should the need arise.

If you are involved in an accident, or a near miss, it is vital that you report it in the office, where you will be asked to fill out an incident form. This is to highlight any issues around the building as well as logging any incidents so that they can be addressed correctly.

The performing arts are risky and physically taxing. The College aims to help you understand how to acquire and maintain good levels of fitness, health and safety. The programme is very hard physically and injuries can, and do, happen.

PPA operates a Red Card System. In case of a perceived physical or voice injury, please approach your Staff Head of Year to be issued a Red Card whereby your injury will be monitored.

### **Personal belongings**

You will be allocated a locker for a refundable £5 deposit. We cannot take responsibility for any personal items damaged, lost or stolen while you are in the building, so please always take care of your personal belongings and keep them in the lockers. Lockers must be emptied of all possessions at the end of each academic year. Any items found should be placed in the lost property. Valuable items found should be handed into the office. Any unclaimed items will be removed at the end of each half term. You are responsible for the security and safe use of all your personal property, including money, jewellery, computers, calculators, musical instruments and sports equipment, and for property lent to you by PPA.

### **Criminal Offences**

Where it comes to PPA and DMU's attention that a registered student has been convicted of or is being investigated by other authorities for a criminal offence or has been formally charged with a criminal offence which took place prior to any period of registration with PPA and DMU, such a student may be subject to disciplinary action under these regulations where the offence is of such a nature that PPA and DMU reasonably believe that the presence of the student in college is likely to put the safety or wellbeing of other members of PPA and DMU at risk, or that the offence, if proven, renders the student unfit to be admitted to and practice any particular profession or calling to which that student's programme directly leads.

Where it is suspected that a student may have committed a criminal offence, regardless of whether the incident took place on college property or not, the Principal, after consultation with the Course Leader, will normally report the matter to the police. In reaching that decision, PPA and DMU will consider the opinions of those who might be directly affected but it will not be bound to accede to the wishes of any other person.

Whether or not a student suspected of committing a criminal offence has been reported to the police (or other relevant authority), PPA and DMU may deal with any offence arising out of the same allegations in accordance with PPA's and DMU's disciplinary procedures.

## **Drugs and Alcohol**

The possession, supply and production of drugs covered by the Misuse of Drugs Act 1971 is against the law. Many drugs not covered by the Misuse of Drugs Act (including some so-called 'legal highs') are controlled through other legislation such as the Medicines Act 1968, making their possession and/or supply without a license unlawful.

Accordingly, PPA and DMU undertakes to deal with students who commit such offences and who may thereby endanger themselves or others or may bring PPA and DMU into disrepute. PPA and DMU recognise that it has a duty of care towards its student members. It therefore imposes a total ban, and a constant policing of the availability, of dangerous or illicit substances at PPA and DMU. PPA and DMU also provide health education and information about the dangers of illicit drug use and will refer those who need help to the appropriate support agencies.

It is an offence under the Misuse of Drugs Act 1971 to possess, manufacture, produce, sell or give controlled drugs to another or to knowingly allow anyone to possess, use, manufacture, produce, sell or give controlled drugs to another. Other legislation creates offences such as possessing prescription drugs without a prescription and supplying certain drugs without a license.

Policy Approved: August 2020

Due for Review: August 2021