



CODE OF CONDUCT POLICY

1. Policy Statement

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 the performing arts industry or to access further study. As befits training for the acting and the musical theatre professions there is an expectation that you will develop a rigorous and disciplined approach to enable you to attain the highest standards of professional behaviour and conduct.

2. Attendance Expectation

At PPA all students are expected to have a high attendance record and attendance is compulsory for all classes. We monitor students carefully and any student that falls below 80% attendance, whether authorised or unauthorised, will face disciplinary action.

3. Registration

It is essential for the College to know where every student is during each college day and the College must be informed at the start of the day if a student is absent for any reason. If you are unable to attend, you must personally ring in on 01483 459080 before 8.00am and leave a message on the office answerphone. Every student must attend daily registration; you must register at the beginning of each day by 8am.

1. Registers will be taken place in every class.
2. The morning register will be taken by a nominated Student Rep.
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.

4. Absences

Students are required to attend all scheduled activities within their course. Students with a poor level of attendance will be subject to PPA's Disciplinary Policy and process. PPA and/or DMU reserve the right to withdraw a student from the course.

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. Unauthorised absence will be recorded as such.

All requests for authorised absence are considered on an individual basis and the below list is not exhaustive.

Permission for absence may be denied if the student has current attendance below 80%.

The following is a list of acceptable reasons for absence.

- Illness
- Close family death/emergency
- Funeral of close family or friend
- Severe injury
- Doctor/dentist/ hospital appointment
- Appointment with official government body
- Court appearances

The following is a list of unacceptable reasons for absenteeism. It is not exhaustive as each case is assessed individually.

- Holiday
- Minor injury
- Bank appointments
- Landlord appointments
- Fatigue
- Work commitments (other than job interviews)

For absences due to illness, lasting up to six consecutive calendar days, students must inform their course leader. For absences of seven consecutive days or more due to illness a medical certificate must be submitted.

Project Attendance

PPAs policy during all creative projects and all rehearsal periods is that any student who is absent for more than 25% of the project rehearsal period will not be permitted to perform and will be offered an alternative assessment. This decision lies entirely with the Course Leader or Head of 3rd Year.

5. Time Management

Lateness will not be tolerated. It is the expectation that you will always be punctual, without exception. All students must arrive prior to the start of each session and be ready for each class to begin at the specified time.

6. Student Etiquette

Good manners, mutual respect and positive working practices are essential to maintain a cohesive and supportive working environment. This expectation extends beyond the classroom to all areas of the building and in public as an ambassador of PPA.

Staff will not tolerate disrespectful behaviour from any student, at any time. PPA prides itself on being a safe environment for both staff and students and any behaviour deemed to be contrary to this will be dealt with by the Course Leader or Head of Faculty and Education, who may initiate PPA's disciplinary procedure, as appropriate.

The courses at PPA require total commitment, therefore all classes on the timetable are compulsory and deemed necessary.

A student may be excluded from a project/module for the following reasons:

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

7. Personal Appearance

Students are expected to always look presentable. Personal presentation is very important in the performing arts industry, and you will be expected to wear appropriate clothing to 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 organise yourself so that you are appropriately dressed, including appropriate footwear, 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. PPA reserves the right to send a student home if deemed necessary.

8. Entry and Exit to the Building

For your security, a keypad has been installed at the entrance of PPA, only allowing authorised people into the building. The code is available from reception and must not be shared with anyone outside of PPA.

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 written authorisation from Course Leader prior to your absence.

9. 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.

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.

10. Fire Safety

PPA holds 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; you will be informed of fire procedure during induction week. The assembly point (if evacuated) is the grasses area at the rear of the car park.

11. First Aid

Should you need medical assistance, there are a number of PPA staff members who are trained in First Aid. The first point of call in a first aid emergency is reception.

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 questionnaire on accepting their place indicating if you have any medical needs and/or you are taking medication

If you are involved in an accident 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 can be potentially dangerous and physically taxing. The College aims to help you understand how to acquire and maintain good levels of fitness, health and safety.

PPA operates a Red Card System. In case of a physical or vocal injury, please approach your Course Leader to be issued a Red Card whereby your injury will be monitored.

12. Personal Belongings

Lockers are available in all changing rooms to secure personal belongings. Students may purchase a padlock from the Café if required. We cannot take responsibility for any personal items damaged, lost or stolen while you are in the building; always keep valuables locked in your 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 placed in the lost property box located under the metal staircase. 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, iPads, mobile phones and air pods/earphones, musical instruments, and for property lent to you by PPA.

13. Damage to Property

If, during your time at PPA you cause any damage to the premises or property belonging to PPA, or any other venue being used by PPA, you are expected to report this to reception as soon as possible. You may be liable to meet the reasonable cost of replacing or putting right the damage caused.

14. Criminal Offences

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 Head of Faculty and Education, after consultation with the Senior Management Team, will normally report the matter to the police. In reaching that decision, PPA and/or 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.

Any previous criminal offences or convictions must be disclosed prior to entry onto the course.

It is the duty of PPA to report criminal offenses to the relevant authorities.

15. Drugs and Alcohol

PPA is committed to providing a safe and healthy work environment. Everyone has a responsibility to other individuals, whether staff or student, to help eliminate substance and alcohol abuse which undermines our safety and working environment. 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/or 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/or DMU recognise that it has a duty of care towards its student members. It therefore imposes a total ban of dangerous or illicit substances at PPA. PPA provides health education and information about the dangers of illicit substance use and will refer those who need help to the appropriate support agencies.

It is an offence, under the Misuse of Drugs Act 197, 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.

The sale or distribution of any substances will not be tolerated.

16. Smoking

PPA has a strict no smoking policy in all areas of the building. This includes the use of e-cigarettes and vaping. The only approved smoking location on campus is under the covered area to the left of the car-park.

17. Student Rights and Responsibilities

PPA recognises a set of students rights and holds students responsible for their understanding and conduct in view of College policies, rules and regulations.

Student Rights

You are entitled to have your rights respected by fellow students and all staff. You are also entitled to:

- A healthy and safe learning environment free from harassment and discrimination.
- The confidentiality of information regarding all student records. You also have a right to ethical behaviour from College personnel who have access to your student records.
- Seek redress for any potential infringement of your rights, according to the procedures in effect at the College.
- Be notified of class cancellations as soon as possible and to expect that classes

- will start and end on time.
- Be informed of your progress on occasions spaced throughout the year.

Student Responsibilities

It is your responsibility to acquaint yourself with course outlines, content, and procedures. You are also responsible for conducting yourself in a reasonable manner and in accordance with College policies.

You are responsible for:

- Communicating with tutors, and support staff in order to solve any of the problems that you may encounter.
- Attending classes and being punctual.
- Submitting your assignments in the required format within the required deadline.
- Being familiar with the information contained in the course outlines and for seeking clarification of any areas of concern.
- Respecting the rights of students, faculty, staff, administrators and other persons associated with the College.
- Respecting other people's health and their right to security and dignity.
- Adhering to College policies regarding improper student conduct.
- Ensuring you have the correct attire and equipment for all classes.
- Registering with a local GP.

Policy Updated: September 2023

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