



Policy Document

Staff Discipline Policy

Created by: Jamie Read
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Our Code of Conduct

Read Dance & Theatre College confirms its commitment to a comprehensive policy of Equal Opportunities in employment and student recruitment in which individuals are selected and treated on the basis of their relevant merits and abilities and are given Equal Opportunities within the College. The aim of this policy is to ensure that no job applicant, employee, prospective student or enrolled student should receive less favourable treatment on any grounds not relevant to good employment practice. Read Dance & Theatre College is committed to a programme of action to make this policy fully effective.

It is the College's policy as an employer and provider of training to treat all people equally irrespective of race, ethnic origin, sex, marital or parental status, sexual orientation, creed, disability, age or political belief.

All staff and students shall treat one another, and everyone that they encounter in their work, with respect and tolerance at all times. Read Dance & Theatre College is committed to making its office, studios and classes an environment where creativity through the arts and self-expression are of the utmost importance.

As a charity supporting young people in their training within the Performing Arts, our staff and students will always represent and support the charitable aims of the College and help to further its professional reputation.

General Points of Discipline

Staff at Read Dance and Theatre College are expected to behave within our Code of Conduct at all times. They are also expected to remain within the specific terms of their contract (Employed staff) and/or Service Level Agreement (Self-Employed staff) at all times.

Representing the College

As a member of staff at Read Dance and Theatre College, you are seen as a representative of the organisation, especially by students and their families. You should at all times:

1. Ensure that your work is of the standard expected. Should you have any questions regarding expectations, you should refer to your senior manager – usually either Director of Dance Faculty or Director of Theatre Faculty.
2. Set an example to students by being punctual and well presented for classes.
3. Use respectful and appropriate language. It is understood that strong language may well be required for plays, audition speeches and songs within their context, but outside of these circumstances students and staff alike are expected to be respectful and professional in their use of language.
4. Respect college property, and encourage students to do the same. This includes returning a studio or classroom to the order in which you found it at the end of a session, and ensuring that students clear up after themselves. Avoid any situations that are likely to cause damage to the college facilities, and encourage students to do the same.

Health and Safety

Please ensure that you are operating within the college Health and Safety and Child Protection Policy rules at all times. These are available for you to read at any time in the college office.

Ensure that you put neither yourself, the students, nor your co-workers in any danger and take all possible measure to limit the risk of injury in classes. The college Risk Assessment is displayed on the notice board in the Staff Area and it is suggested that you take time to read through and refer to Jamie Read (Health and Safety Representative) if you have any questions.

Complaints and Discipline Procedures

Should a complaint be made against a member of staff by either a co-worker or a student, then you will be asked to attend a meeting with the Faculty Directors to discuss the complaint and decide how to proceed.

For Employed members of staff, please see further details in your contract pertaining to complaints and discipline procedures. For Self-employed members of staff, this meeting is at your discretion in order to continue to provide services and does not constitute a Staff Review under employment law – please refer to your Service Level Agreement.

If you have a complaint against the college or a member of staff, you may refer it to the Faculty Directors or, where appropriate, the Board of Trustees.

Read Dance and Theatre College expects staff to maintain high levels of professionalism and, as such, discipline at all times in order to promote the wellbeing and training of our students.