

EAST LONDON ARTS & MUSIC



Author	Y.Dixon
Approval Date (Programme Committee):	9th November 2016
Approval Date (Governing Body):	13th December 2016
Review Date	31 December 2017

Code of Conduct and Behaviour

Signed by Chair of Governors:

Signed by Principal:

INTRODUCTION

This Code of Conduct describes the Academy’s approach to developing a culture of respect to ensure all Trainees are motivated to excel by creating a safe, supportive and consistent teaching and learning environment. At every level, the Code of Conduct is centred on the Academy’s Core Values, which are integral to the successful transition of our Trainees to employment and Higher Education.

1) PRINCIPLES

1. Everyone should feel safe at ELAM.
2. Positive and negative feedback are integral to the Trainees’ and Academy’s development – we give regular and constructive feedback.
3. Positive behaviour is recognised and rewarded and sanctions are always applied for negative behaviour.
4. ELAM monitors the behaviour of Trainees and will make necessary interventions where trends emerge.
5. All members of the ELAM community should understand and accept the principles on which this Code of Conduct is grounded.
6. We periodically review and amend our procedures with staff and Governors.

2) ACADEMY ETHOS, VALUES AND CULTURE

ELAM aims to create and reinforce a high performance and results orientated culture whereby Trainees and staff are constantly demonstrating and developing ELAM’s Core Values, which will support their development for success. We will achieve this by creating strong feedback loops.

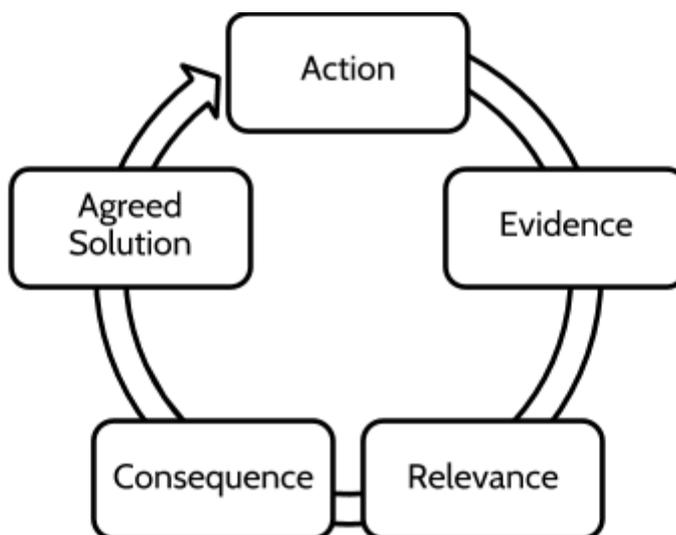
Table 1

East London Arts and Music Core Values					
Value	Collaboration	Excellence	Innovation	Integrity	Drive
Definition	<i>We find ways to work with others to get better results</i>	<i>We always seek to exceed expectations and never stop improving our work</i>	<i>We consider new and original ways of doing things</i>	<i>We are open, honest and respectful in our approach to work</i>	<i>We take responsibility for our own development and respond positively to challenges</i>
Linked Behaviors	<p>We can work in groups of different sizes and adapt to do so successfully</p> <p>We recognise others have different strengths and use these to learn and achieve better outcomes</p> <p>We listen when others are talking</p> <p>We celebrate others when they have done well</p>	<p>We reflect on how we can improve our work</p> <p>We always deliver on what we say we will</p> <p>We set high standards and ambitious goals for our work and approach to work</p>	<p>We challenge ideas regardless of the source or suggestion</p> <p>We think of new ways of doing things and examine the pros and cons of doing so</p>	<p>We consider feedback to be a gift and both seek to give and receive it regularly</p> <p>We respect other peoples points of view even if we don't agree</p> <p>We respect all Trainees and the learning environment</p>	<p>We don't give up when we face a challenge – we think how to get around it</p> <p>We always complete our tasks and go above and beyond when needed</p> <p>We think about how we can develop ourselves and ask other for support where necessary</p>

These Core Values have been chosen as a result of the industry research conducted by ELAM, which identify these as the key character strengths required for success within the music and creative industries. In addition to supporting transition into employment these character strengths have been identified as those leading to engaged, meaningful, and purposeful lives.

ELAM defines constructive feedback as that which follows the feedback loop model Table 2.

Table 2.



ACTION: Staff or Trainee observes an action or behaviour, which is a positive or negative demonstration of an ELAM value

EVIDENCE: The Staff or Trainee is able to articulate why this action or behaviour is positive or negative using tangible evidence and finds an appropriate time to articulate this to the relevant person in a timely manner.

RELEVANCE: Alongside communicating the negative behaviour the person giving feedback should draw relevance as to why that behaviour will support or hinder progress towards a goal.

CONSEQUENCE: Where necessary an appropriate consequence should follow the action

AGREED SOLUTION: Where necessary both parties should have agreed on a solution to build on a positive behaviour/ or prevent the reputation of a negative behaviour.

3) REWARDS

We aim to use rewards to recognise and reinforce positive behaviours. These rewards may come in the form of extra opportunities/privileges to Trainees who always work in accordance with our Values.

4) CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR

All disciplinary actions should be taken calmly and rationally. It should always be the Staff member's intention to minimise conflict and maximise co-operation. All actions should be seen to be fair to the individuals involved. It is vital to consider the needs of the group. Reprimands and sanctions should be appropriate to the situation and clear reasons for an action should be given.

Sanctions are designed to discourage poor behaviour and support positive attitudes. They do not replace the need for excellent lessons that engage Trainees in their learning. There is a clear disciplinary procedure for all Staff to follow which has been adapted through discussion as the ELAM cohort have settled into college life and been able to fully understand our expectations.

5) EIGHT ESSENTIAL RULES

Positive behaviour is crucial to the effective running of ELAM. It is acknowledged that certain behaviours are in direct conflict with the culture of professionalism and respect ELAM aims to create. Negative behaviours may present a danger to other members of the ELAM community and cause distractions and disturbances to the learning environment, affecting both Trainees and Staff. To establish and maintain positive behaviour each Trainee and Staff member at ELAM will be expected to abide by our 8 Essential Rules (see Table 3 below)

Table 3

8 Essential Rules	
·	Always punctual.
·	Always in attendance.
·	Always dressed appropriately.
·	No mobile phones or devices at inappropriate times/places.
·	No smoking.
·	No possession or use of drugs.
·	No foul or inappropriate language or behaviour.
·	No bullying, racism, homophobia or harassment.

5.1 See the Academy's ATTENDANCE and PUNCTUALITY POLICY

5.2 ALWAYS DRESSED APPROPRIATELY

ELAM's dress code will be based on professional dress codes, which is in line with our stated ethos of creating "industry ready" Trainees; helping our Trainees think and act independently; and treating our Trainees with respect.

During the Academy day, Trainees and guests will not be permitted to wear hoods in line with our safeguarding policy to enable ELAM to accurately identify who is on the Academy site.

Trainees should dress appropriately for a working environment. If Trainees wear any clothing with potentially offensive images or messages they will be asked to remove them and replace them with an ELAM T-shirt. Trainees may wear hats as long as they do not conceal their face or identity in any way. A member of staff may ask a Trainee to remove headwear if they feel it is interfering with their learning. Trainees must not have hoods up on any occasion in college. Undergarments should not be on display, nor should Trainees wear clothing that reveals expanses of flesh.

5.3 NO MOBILE PHONES OR DEVICES AT INAPPROPRIATE TIMES/PLACES

If any such item is visible (whether being used or not) in a learning environment without the permission of a member of staff who is present the following procedure shall apply.

[Click here to see.](#)

5.4 NO SMOKING

ELAM is committed to protecting all Staff, service users, Trainees and visitors and users of the Academy's premises from exposure to second-hand smoke and to assist compliance with the Health Act 2006 and Regulations made under the Act. ELAM is committed to obtaining and retaining National Healthy Academy Status. It is therefore the policy of ELAM that all Staff and Trainees have a right to work in a smoke-free environment. The whole of the Academy premises, including all outside areas will be designated smoke-free.

Smoking any form of cigarette including a vaporizer is prohibited on the Academy's Premises which include but are not limited to:

the interior of all Academy buildings including staff areas. In addition to the Academy Premises smoking is prohibited on the following sites:

- any other designated premises, if Trainees are part-educated at partner institutions;
- any educational trips and journeys (residential and non-residential),
- any work experience placements.

ELAM has a zero tolerance approach to smoking and will impose serious penalties on anyone in contravention of this policy, in certain circumstances this may result in exclusion.

5.5 NO POSSESSION OR USE OF DRUGS

ELAM believes that the possession and use of unauthorised drugs is wrong. ELAM does not condone their use in or out of Academy and takes a zero tolerance approach to the use, possession or supply of any drugs.

For the purposes of this policy ELAM defines "Drugs" to include (but not limited to) both legal substances

such as alcohol, tobacco and solvents, over the counter medications, prescription medications, and illegal drugs such as Cannabis, Ecstasy, Heroin, Crack/Cocaine, Amphetamines, LSD and prescription medications without a valid prescription.

The possession and use of Drugs in the Academy, or during the Academy day, or on Academy visits, is prohibited except for use of any Drugs that have been validly prescribed or advised by a medical professional (“**Permitted Substances**”).

The possession or use of Drugs (with the exception of any Permitted Substances) on the Academy Premises (as defined above in Rule 5) is absolutely forbidden and the Academy will act appropriately including permanent exclusion if this is infringed.

5.6 NO FOUL OR INAPPROPRIATE LANGUAGE OR BEHAVIOUR

The staff will decide on what is appropriate based on its professional values. Any language which COULD be deemed as offensive to anyone will be addressed regardless of Trainee intentions in using it. Creative license (e.g. using swear words in song lyrics) will be judged on an individual basis and Trainees will be made aware that considering their audience’s reaction is paramount.

Swearing is regarded as verbal abuse and unacceptable in the Academy. The following sanctions will apply:

- using extreme or offensive language in conversation may result in a zero tolerance removal from class;
- swearing at a member of staff may result in exclusion; and
- persistent offenders will face permanent exclusion in appropriate circumstances.

5.7 DAMAGE TO THE ACADEMY FITTINGS, FABRIC OR FURNITURE

If damage is accidental, there will be no charge. If the damage is the result of silly behaviour parents/guardians will be informed and the cost of the repair/replacement will be shared between those involved. Deliberate or malicious damage will result in the full cost of the replacement or repair and, depending on the incident, further sanctions including exclusion may result. Serious offences may result in permanent exclusion.

5.7 DEFIANCE OF STAFF INSTRUCTIONS

Defiance of Staff will not be tolerated and could lead to exclusion from the Academy. Continued defiance may result in a longer period of exclusion. In extreme cases, such as defiance of the Principal, Trainees could face permanent exclusion.

5.7 PERSISTENT INAPPROPRIATE BEHAVIOUR

Trainees who have been recognised as unable to behave appropriately on a persistent basis following supportive interventions (tutor/subject report) may face fixed term or permanent exclusion.

5.7 AGGRESSION, INTIMIDATION AND VIOLENCE

Aggressive, intimidating or violent behaviour is unacceptable and will not be tolerated at ELAM. An incident does not need to result in physical harm for ELAM to instigate serious sanctions. Each incident will be investigated and where necessary the perpetrator(s) and victim(s) will be punished and counselled, as appropriate. Where the incident is major a Trainee may be isolated and this could result in exclusion.

Where there is violence, or where there is an attack by one a Trainee on another, exclusion will be used as a sanction. The length of exclusion will vary according to the severity of the incident: second and/or subsequent offences will attract a longer period of exclusion. Persistent offenders will face permanent exclusion. In extreme cases the Trainee may face permanent exclusion for a first offence.

Verbal, physical threats or intimidation against staff will be investigated and will result in exclusion. Depending on the severity of the situation verbal, physical threats or intimidation against staff may result in permanent exclusion.

5.7 WEAPONS AND DANGEROUS OR HAZARDOUS ITEMS

Trainees are not allowed to bring guns, knives, laser pens or any other weapons, dangerous or hazardous items to the Academy. Trainees who do so will be excluded for a fixed period depending on the nature of the offence. Very serious offences will result in permanent exclusion.

The police or other appropriate agencies will normally be informed in all cases where a dangerous weapon is brought onto the Academy site.

5.7 THEFT

Theft will result in exclusion depending on the severity of the offence. The length of the exclusion will vary according to the severity of the incident. Second and/or subsequent offences will attract a longer period of exclusion. In the case of persistent offenders permanent exclusion will be considered.

5.7 BEHAVIOUR ON TRIPS, VISITS OR EXCURSIONS

Trainees on trips, visits and excursions are governed by this Code of Conduct. The Academy reserves the right to exclude the Trainee from any trips, visits and excursions in the future. Should a Trainee have to be sent home from an Academy trip, visit or excursion then the parent/guardian will be liable for any cost involved.

5.7 ACCEPTABLE USE OF SOCIAL MEDIA AND THE INTERNET

(see Social Media policy)

6) LEGISLATION

6.1 SCREENING AND SEARCHING PUPILS

ELAM acknowledges its duties and responsibilities under the Education Acts of 1996 and 2011, Education and Inspections Act 2006 and Health and Safety at Work 1974 in respect of screening and searching Trainees.

As a result Staff may search pupils' clothing, bags or lockers without consent for any banned or prohibited item ELAM believes could cause harm. This process will be governed by internal procedures and will only be undertaken by designated SLT members.

As above, ELAM may give due regard to police involvement or initiating safeguarding processes.

6.2 THE USE OF REASONABLE FORCE

ELAM acknowledges its duties and responsibilities under the 2006 Education and Inspections Act in which all ELAM Staff members have a legal power to use reasonable force to prevent Trainees from committing a criminal offence, injuring themselves or others, or damaging property and to maintain good order and discipline amongst Trainees.

It should be noted that Staff cannot be directed or required to intervene but will be supported where reasonable force is deemed appropriate. This process is one that requires appropriate training.

6.3 DETENTIONS

Parents/guardians should be advised that in line with changes resulting from the Education Act 2011, ELAM is not required to give 24 hours' notice of longer length detentions. In exercising our right to take same day action as required, Staff will make every reasonable attempt to inform parents/guardians by a variety of means including email, text or phone call.

APPENDIX A

Positive Behaviour Rewards

At the end of each year ELAM will host an awards ceremony recognising significant achievement against the Core Values by Trainees. These will be hosted in conjunction with industry partners and Trainees will receive Core Values-based "ELAM Awards". Trainees will receive nominations from Tutors and industry partners based on their attitude and quality of work.

For Trainees to be nominated for an award they will have had to either accumulated a certain number of votes/shout outs (on average this will be the top 15% of Trainees) across the year or have been recognised for consistent achievement in relation to the Full ELAM Programme (Music, English, Maths, PDP) and given a nomination by a member of staff. All those nominated will be judged by all teaching Staff including the Vice Principal and Principal. There will also be a 'Trainee Choice' award.

On a weekly basis Teachers will give official "shout outs" to Trainees who have excelled in any single Core Value. Each "shout out" will also represent a vote for that Trainee towards an award at the ELAM Awards. These Trainees will be profiled on the community website to which Trainees, Associates, parents/guardians and industry partners will have access. In addition, a text message will be sent to all parents/guardians whose children have received a "shout out" outlining their achievement.

There is an Academy Board consisting of elected Trainees to provide all Trainees with a forum to communicate their point of view to Staff and the Senior Leadership Team. Membership of the Academy Board will be based on merit and will be granted to Trainees who have shown a consistent positive attitude throughout their time here.

In addition to the awards that Trainees will be granted annually, all Tutors will be responsible for reinforcing positive behaviour on a daily basis. Tutors will have training to ensure they understand what the ELAM Core Values look like in action and how this can be communicated to Trainees in order to give them an appreciation of how the Core Values apply to the music and creative industries.

CONSEQUENCES OF NEGATIVE BEHAVIOUR

Negative Behaviour Consequences

ELAM will not tolerate negative actions or behaviour from its Trainees. Such actions will be dealt with swiftly and consistently and with appropriate sanctions.

Trainees will receive initial verbal warnings from Teachers, which will trigger an email home and possible removal from class if the behaviour continues or is repeated. Trainees who cause significant disruption will have a meeting scheduled with parents/guardians and their Teacher to discuss a plan for the Trainee to resolve the problem behaviour.

Trainees whose behaviour fails to improve, or whose action is deemed serious enough may be removed permanently from the class as a last resort. Interventions will be initiated to support Trainees in re-integrating in lessons and the ELAM community. These might include but are not restricted to: One to one meetings with Tutor/VP/Inclusion Leader/Counsellor/Mentor/Other.

Trainees whose behaviour is deemed seriously disruptive will face fixed term exclusion. Those Trainees who fail to reintegrate or continue to cause serious disruptions will face permanent exclusion.

DBMS

ELAM staff contribute daily to the DBMS (Daily Behaviour Monitoring System). This is a process which collates information on the ELAM Google drive about low level disruption from Trainees as well as any Verbal Warnings issued. Patterns of negative behaviour which emerge will be acted upon by teachers and tutors.

CONSEQUENCES OF NEGATIVE BEHAVIOUR

Negative Behaviour - Consequences		When/ Why?	Level	Action
-	Prior to Verbal Warning	INAPPROPRIATE behaviour.		
1	Verbal WARNING - One to One Meeting	INAPPROPRIATE OR UNACCEPTABLE behaviour (in violation of ELAM Values).	Stage 1	Email to trainee, tutor and parent
-	Loss of Privileges (trust removed)			
2	First Written WARNING: Letter AND ON BLUE REPORT	Repetition of above or one off severe incident.	Stage 2	Report card. Written Warning letter home from teacher or tutor. Parents formally informed.

-	Restorative justice meeting			Trainee self-review.
3	Second Written WARNING: Letter from Principal and ON PINK REPORT	As a result of continued negative behaviour.	Stage 3	Written Warning letter and Parent meeting. Opportunities permanently withdrawn. Parents required to sign pink report daily.
-	Withdrawal from class (internal exclusion)			Trainee will work outside class with SLT supervision.
4	Termination of Contract - Fixed term or permanent exclusion	With immediate effect if the severity of the negative behaviour calls for it. Final stage if Trainees have failed to respond appropriately to previous sanctions/interventions.		Contract Terminated.

Positive Behaviour Consequences

ELAM expects high standards of behaviour from its Trainees. To encourage positive behaviours all staff will acknowledge and reward a Trainee if they are consistent in their ability to behave in a way which allows them to flourish at ELAM.

Trainees will receive praise in class from Teachers, which may be followed by a phone call home, positive praise letter and/or shout out. In addition, staff are encouraged to seek Trainees out on an individual basis outside class and meet with them to reinforce positive behaviour and allow Trainees to benefit from praise.

Trainees whose behaviour continually impresses will gain privileges, opportunities and rewards/awards, either for persistent good behaviour, significant improvement of one off specific success

Trainees whose behaviour is deemed outstanding will be invited to be a lifelong ELAM Ambassador.

CONSEQUENCES OF POSITIVE BEHAVIOURS

POSITIVE Behaviour - Consequences		When/ Why?	Level	Action
-	Prior to Positive Praise or Shout Out	POSITIVE behaviour.		You will be told when you have demonstrated good behaviour
1	Shout Out	Particularly good work or excellent attitude demonstrated beyond normal expectation	Stage 1	Shout out announced in assembly. Either as a result of one off outstanding behaviour or accumulation of praise/positive behaviour

	Privileges (with greater degree of trust)	Either as a result of frequent praise or at staff discretion.		
2	Letter Home to Parents	Consistently meeting and going beyond expectations in one or more area	Stage 2	Letter home from Teacher/Tutor
	Social opportunity/ present to an assembly on return after an event and advertise in newsletter.	As appropriate		
3	Letter Home from VP, Principal or Governors and ELAM Award	As a result of continued positive behaviour.	Stage 3	Further tangible reward for consistently positive behaviour and demonstration of Values.
-	Further Privileges?			
4	ELAM AMBASSADOR	Lifelong membership of ELAM's 'Hall of Fame'		