

## APPENDIX J: NATIONAL CENTRE & HIGHER EDUCATION CODES OF CONDUCT

### THE HIGHER EDUCATION PROGRAMMES EXPECTATIONS AND PROFESSIONAL CONDUCT:

Every student on the Higher Education Programme at the National Centre for Circus Arts is expected to take the responsibility to conduct themselves in a manner that ensures respect and consideration not only for staff and fellow students, but also for the programme of study and the pursuit of excellence therein. Your professional behaviour, attendance and contribution to classes will be monitored by all the tutors you come into contact with on the course. Overall conduct will be taken into account in the assessment of all the work undertaken on the course and will be considered before awarding any final mark.

- 1 You will take responsibility to ensure that the time spent on the programme is used to full advantage. Choices regarding nutritional needs, rest and healthy lifestyle should reflect your professional ambitions and contribute to your progression through the course.
- 2 A professional attitude and consideration towards your colleagues and tutors is expected with regard to attendance of all aspects of the programme (seminars, lectures, technique classes, rehearsals, etc.). The programme expects full attendance, and you will need to achieve an Attendance Rate of at least 80% to qualify for assessment (for further details please refer to the Student Handbook). Clear and prompt communication must be maintained with the Programme regarding any missed classes.
- 3 All deadlines for assignments, independent research projects, presentations, seminars, etc. are firm and must be met. Should you have extenuating circumstances impacting on the completion of a particular assignment, the procedure for submitting evidence of illness, injury or other misfortune is outlined within the Student Handbook and must be followed.
- 4 You will ensure that clothing worn during all classes is clean and appropriate for the objectives of the session. As the requirements and preferences of particular tutors will vary, it is your responsibility to communicate with them about what is expected with regards to attire. General suggestions are that you wear clean, close fitting attire. Jeans are unacceptable. Jewellery and body adornments such as facial and body piercings are also forbidden during class times as they pose Health & Safety risks to yourself, other students and your tutors. Contact lenses are preferable to glasses in some class situations and you should be aware of this. You should pay particular attention to the issue of personal hygiene as viruses and parasites spread quickly through the regular physical contact you have with others.
- 5 You will show consideration for all staff of the National Centre for Circus Arts and of the Higher Education Programme and will respect the environment in which we all work. Smoking is forbidden in all parts of the building and the use of illegal drugs on the premises will result in immediate expulsion from the course. Any drug induced or drunken behaviour will be viewed very seriously.
- 6 You will take the utmost care to maintain the cleanliness of the workspaces, the changing rooms and the student Green Room and will make proper and respectful use of all Library resources and video equipment.
- 7 You will maintain clear and consistent communication with staff, both teaching and administrative. Given that the intensity of the programme can sometimes lead to stressful

situations, students requiring pastoral or academic counselling are encouraged to speak to the Student Support Manager or other relevant staff member.

## THE NATIONAL CENTRE FOR CIRCUS ARTS CODE OF CONDUCT

Circus skills by their very nature include an element of risk. While we take reasonably practicable measures to reduce the risk, you need to accept that we cannot eliminate all possibilities of injury.

**The National Centre for Circus Arts aims to provide a well maintained environment that all users and staff members find safe and enjoyable to use and where goals can be effectively achieved. All users are expected to adhere to the following guidelines:**

- Please show consideration and respect for all staff members, users, students and visitors and for the environment in which we all work, train and study.
- All users must behave responsibly at all times. Inappropriate behaviour will not be tolerated and may lead to disciplinary action as outlined below.
- All National Centre for Circus Arts users are asked to take responsibility for the cleanliness, tidiness and care of the equipment and studio spaces, changing rooms and other facilities at the National Centre for Circus Arts.
- Please always report any concerns that may arise about the safety of teaching, equipment or facilities etc by filling in a comment card. These are available from reception. Feedback will help us to improve and to identify priority areas for development. Ensure any urgent issues are reported immediately to a duty manager.
- Discrimination towards users or staff members will not be tolerated and may lead to disciplinary action as outlined below.
- Prior to participation in any activity any user who has a medical condition or injury must inform their class teacher or another member of staff. The National Centre for Circus Arts reserves the right to refuse users entry to a class if it is believed that they are not in an appropriate physical condition to participate.
- All users [on any programme] must be registered, have paid any fees due and signed in prior to the start of any activity. Unauthorised activity may lead to disciplinary action as outlined below.
- All users are required to comply with the Latecomer Policy and to participate in a suitable warm up prior to any course or class.
- Where instructed, users must utilise any personal protective equipment issued or provided by National Centre for Circus Arts staff.
- Please ensure suitable clothing is worn for all classes. In general this means clean, close fitting training clothes. All jewellery, facial and body piercings must be removed prior to training. Generally contact lenses are preferable to glasses when training. Outdoor shoes should not be worn on any equipment or during any activity.

- Practise at the National Centre for Circus Arts is only available outside of formal classes and courses when an individual is an authorised practise time member of the programme they are affiliated to.
- Users must report all accidents, regardless of their severity, to a member of staff, teacher or duty manager immediately.
- Users must report any loss of blood or bodily fluid while training to a member of staff immediately. The National Centre for Circus Arts takes its responsibilities regarding blood borne viruses very seriously.
- The National Centre for Circus Arts takes its responsibility for ensuring all young or vulnerable users are kept safe very seriously and have a comprehensive Safe From Harm policy which all staff are required to comply with.
- All equipment can only be used following an induction process.
- Any equipment used must be put away in its proper place after use.
- All resources in the library [books, magazines and DVD's] must remain on site at all times unless they have been checked out using the self-issue machine in the library. All resources must be checked back in and returned to their appropriate places on the shelves once they have been returned.
- No food or drink is allowed in the library
- No documents should be downloaded to any library computers and any document that has been downloaded will be automatically deleted at the end of the working day.
- Smoking is forbidden in all parts of the National Centre for Circus Arts premises, including the Courtyard. The use of any illegal drugs or substances will lead to disciplinary action as outlined below [resulting in immediate exclusion].
- Food and drink must only be consumed in areas of the building that are designated for that purpose. Only water in a sealable container may be taken into any training space.
- Mobile phones are not be used in any training spaces. Recording equipment including, but not limited to, cameras and video recorders must not be used in the National Centre for Circus Arts without prior permission.

Disciplinary matters relating to National Centre for Circus Arts HE students or staff members will be dealt with in accordance with existing disciplinary policies detailed in the student and staff handbooks respectively.