



Student Code of Conduct

Effective Date: 01 January 2022

Platinum Academy of Performing Arts (“Platinum Academy”, “we”, “us” or “our”) would like to outline our expectations of the conduct demonstrated by students of Platinum Academy.

If you have any questions or comments about this Student Code of Conduct, feel free to contact us at admin@platinumacademy.co.uk

1. How do we expect you to behave?

- a. Treat people with courtesy, kindness and consideration. Remember that someone’s experience of your actions or words is as real as your intention, so even if you do not intend to cause offence, you might do so if you are not mindful of how you speak to other people. What is ‘banter’ to you, might be sexual harassment to someone else.
- b. Turn up on time and follow Platinum Academy’s protocols if you are likely to be late or you are unwell. We are strict but not unreasonable and these rules exist for the effective running of Platinum Academy and so that you establish good habits around timekeeping which will serve you well in your future profession.
- c. Follow the health and safety guidelines. Theatres and studios are full of equipment which can be dangerous. Choreographed scenes can go astray if proper guidance is not followed.
- d. Be respectful of Platinum Academy property and that of fellow staff and students. This also means following guidelines about use of lifts and staircases to maintain the Academy in good working order for everyone.
- e. Only eat, drink or smoke in the designated areas. You will be working with fragile costumes, props and equipment which could be ruined by your burger or juice. Again, you are being inducted into industry practices so be mindful of them.
- f. Manage your own behaviour: we all get angry or frustrated. Don’t take this out on other people or block Platinum Academy’s rightful activities. Abuse, whether verbal or physical, is a serious offence and will be treated accordingly.
- g. Look at the list of misconduct and remember that Platinum Academy will always follow up complaints or allegations of misconduct. This is not an exhaustive list but

gives some indication of what behaviour is unacceptable and the sanctions that can apply.

- h. Be professional in your work at Platinum Academy. Your professional practice is part of how you are assessed in your work, or will contribute to a reference if your course is not assessed. If you are unprofessional, it will affect your performance, your marks and ultimately your own reputation.
- i. If in doubt, just ask!

2. Misconduct: Type of offences, behaviours and sanctions

This is a description of types of behaviour which might be unacceptable in a student's general behaviour. Given the nature of acting and performing, it is possible that some behaviours (for example, kissing or pushing) might be a part of training within an acting exercise or class, but the general principle of consent remains. Within that context a student is usually considered to be consenting to behaviour that might be otherwise unacceptable outside the class. Should any complaint or disciplinary action be brought, the context, as in all cases, may be relevant to determining whether misconduct has taken place.

Type of offence	Examples of unacceptable behaviour	Examples of sanctions
Physical misconduct	Pushing, Pulling Hair, Punching, Kicking, Slapping, Shoving	Written apology Formal warning Conditions set to continue as a Academy student Suspension Expulsion
Sexual misconduct	Repeatedly following another person without good reason Making unwanted remarks of a sexual nature Sexual intercourse or engaging in a sexual act without consent Attempting to engage in sexual intercourse or a sexual act without consent Sharing private sexual materials of another person without consent Kissing without consent Touching through clothes without consent Inappropriately showing sexual organs to another person	Written apology Formal warning Conditions set to continue as a Academy student Suspension Expulsion

<p>Offensive or Abusive Behaviour</p>	<p>Threats to hurt another person Abusive comments relating to an individual’s protected characteristics (e.g. age, gender, race, see below for full list) Acting in an intimidating and hostile manner Repeatedly following another person without good reason Use of inappropriate language Repeatedly contacting another person (by telephone, email, text, on social media, or through a third party) against the wishes of the other person Distributing or publishing a poster, notice, sign or any other matter, which is offensive, intimidating, threatening, indecent or illegal Taking a photograph of a student or Platinum Academy employee, or a visitor to Platinum Academy, and distributing or publishing this image without permission Distributing or publishing an existing photograph of a student or Platinum Academy employee, or a visitor to Platinum Academy, without permission</p>	<p>Written apology Formal warning Conditions set to continue as a Academy student Suspension Expulsion</p>
<p>Damage to Property</p>	<p>Causing damage to Platinum Academy property, or the property of Platinum Academy students, employees or visitors</p>	<p>Written apology Compensation for damage caused Conditions set to continue as a Academy student Formal warning Suspension Expulsion</p>
<p>Unauthorised taking or use of equipment</p>	<p>Misuse of Platinum Academy’s property (for example computers, props or costumes) Unauthorised entry onto or unauthorised use of Platinum Academy’s property Taking property belonging to another without permission</p>	<p>Written apology Compensation for damage caused Conditions set to continue as a Academy student Formal warning Suspension</p>

		Expulsion
Causing Health and Safety concern	<p>Act/omission that did cause, or could have caused a health and safety concern on Platinum Academy premises or during Platinum Academy activities (for example, smoking cigarettes in non-designated areas).</p> <p>Act/omission that did cause, or could have caused, serious harm on Platinum Academy premises or during Platinum Academy activities (for example, disabling fire extinguishers or smoke detectors, failing to follow appropriate H&S procedures within the theatre, or possessing/supplying controlled drugs).</p>	<p>Written apology</p> <p>Compensation for damage caused</p> <p>Conditions set to continue as a Academy student</p> <p>Formal warning</p> <p>Suspension</p> <p>Expulsion</p>
Operational Obstruction	<p>Improper interference with the activities of Platinum Academy (including academic, artistic, administrative and social) on Platinum Academy premises or elsewhere</p> <p>Improper interference with the functions, duties or activities of any student or employee of Platinum Academy or visitor to Platinum Academy.</p> <p>Act/omission/statement intended to deceive Platinum Academy Disruption of the activities of Platinum Academy (including academic, artistic, administrative and social) on Platinum Academy premises or elsewhere Disruption of the functions, duties or activities of any student or employee of Platinum Academy or visitor to Platinum Academy.</p>	<p>Written apology</p> <p>Fine</p> <p>Compensation for damage caused</p> <p>Conditions set to continue as a Academy student</p> <p>Formal warning</p> <p>Suspension</p> <p>Expulsion</p>
Reputational Damage	Behaviour that did damage, or could have damaged, the reputation of Platinum Academy	<p>Written apology</p> <p>Fine</p> <p>Compensation for damage caused</p> <p>Conditions set to continue as a Academy student</p> <p>Formal warning</p> <p>Suspension</p> <p>Expulsion</p>

<p>Commission of a Criminal Offence</p>	<p>Behaviour which constitutes a criminal offence, committed whilst on Platinum Academy premises</p> <p>Behaviour which constitutes a criminal offence, committed whilst engaged in Platinum Academy activities</p> <p>Behaviour which constitutes a criminal offence, which affects the functions, duties or activities of any student or employee of Platinum Academy, or any visitor to Platinum Academy.</p> <p>Behaviour which constitutes a criminal offence, which damages the reputation of Platinum Academy</p> <p>Behaviour which constitutes a criminal offence, which itself constitutes misconduct within the terms of this guidance document.</p> <p>Behaviour which is an offence of dishonesty, where the student holds an office of responsibility within Platinum Academy</p> <p>Failure to disclose a breach of the law/criminal conviction.</p>	<p>Conditions set to continue as a Academy student</p> <p>Formal warning</p> <p>Suspension</p> <p>Expulsion</p>
<p>Regulatory/ Procedural breach</p>	<p>Behaviour which has breached another Platinum Academy (or, as applicable, RSL) Regulation, Procedure or Policy (for example IT acceptable use policy)</p> <p>Failure to comply with a previously-imposed penalty (other than non-payment of a fine)</p>	<p>Written apology</p> <p>Fine</p> <p>Compensation for damage caused</p> <p>Conditions set to continue as a Academy student</p> <p>Formal warning</p> <p>Suspension</p> <p>Expulsion</p>

3. What are 'Protected Characteristics'?

This is the terminology used in the Equality Act 2010 to describe certain attributes of people and we should not discriminate because of these characteristics. There are nine (listed in alphabetical order): Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion or belief, Sex, Sexual orientation