



CODE OF CONDUCT

Policy & Procedure Document

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Our Code of Conduct sets the standard for how we work, train and treat one another at Yates Academy. It applies to learners, staff, guest teachers and visitors, on-site, off-site and online. It should be read alongside the Safeguarding, Health & Safety, and EDI policies.

1. Our Values

- **Craft** – we train with discipline, curiosity and care.
- **Respect** – we treat every person with dignity.
- **Honesty** – we give and receive feedback openly.
- **Safety** – physical, emotional and psychological safety come first.
- **Responsibility** – we own our impact on the room.

2. Scope

This Code applies to all activity connected with Yates Academy, including classes, rehearsals, performances, auditions, open days, trips, online sessions, and communications on social media where we are identifiable.

3. Expectations for Everyone

- Be on time, prepared and present.
- Treat peers, staff and visitors with respect – in the studio, online and in writing.
- Take responsibility for your own learning, equipment and space.
- Raise concerns early and constructively.
- Follow health & safety instructions without exception.
- Keep confidences shared in a teaching or pastoral setting.

4. Attendance and Punctuality

Attendance and punctuality are non-negotiable in a professional training environment.

- Arrive warmed-up and ready to start 10 minutes before class.
- Report absence or lateness to the Principal by email before the session starts where possible.
- Persistent lateness or unauthorised absence is addressed under Section 10 (Disciplinary Process).
- Medical certificates may be requested for extended absence.

5. Studio and Professional Conduct

- Wear attire appropriate to the style being taught.
- Mobile phones are off or silenced; recording requires teacher consent.
- Water only in studios; food in designated areas.

- Respect shared spaces – leave the studio better than you found it.
- No smoking, vaping, drug or alcohol use on-site. See Drug & Alcohol Policy.

6. Respect, Inclusion and Zero-Tolerance Areas

The following are not tolerated and may lead to immediate review:

- Discrimination, harassment, bullying or intimidation of any kind.
- Sexual harassment, sexual violence or behaviour that makes another person feel unsafe.
- Hate speech, slurs or targeting of protected characteristics.
- Violent, threatening or abusive behaviour, online or in person.
- Theft, vandalism or deliberate damage to property.

7. Physical Correction Protocol

Technical training sometimes requires physical correction. Teachers follow this protocol every time:

- Prioritise verbal cues, demonstration and visualisation first.
- Explain and seek consent before any physical adjustment.
- Use an open hand, firm and clinical; avoid pelvis, chest, head, face and hair.
- Check in verbally and visually after the correction.
- Never use force, pain or public reprimand.

Learners may opt out of physical correction at any time, without consequence. Concerns are reported to the DSL under the Safeguarding Policy.

8. Online Conduct and Social Media

- Communication about Yates Academy matters takes place on approved channels – not in staff members' personal DMs.
- Do not post photos or video of classes without teacher consent.
- Represent the Academy well online – what you post publicly reflects on the wider community.
- Report cyberbullying, grooming or inappropriate content to the DSL.

9. Staff Professional Boundaries

In addition to the expectations above, staff:

- Maintain professional boundaries with learners at all times.
- Do not meet learners one-to-one in private spaces without a clear protocol and parental consent for under-18s.
- Do not share personal contact details, give lifts, or make payments outside Academy systems.
- Complete DBS, safeguarding and EDI training at induction and annually.

- Model the values set out in Section 1 in every class.

10. Disciplinary Process for Learners

Most concerns are resolved through conversation. Where behaviour falls short of the Code, we use a proportionate, staged approach:

Stage	Action
1. Informal conversation	Teacher speaks with the learner; behaviour expectations restated.
2. Written warning	Issued by the Principal; logged on the learner's record. A meeting is held with the learner (and parent/guardian for under-18s).
3. Final warning / conditions	Conditions set for continued enrolment; review date agreed.
4. Suspension	Temporary withdrawal from some or all activities pending further review.
5. Dismissal	Permanent withdrawal, reserved for serious or repeated breaches.

Severe misconduct (for example, violence, sexual misconduct, weapons or serious safeguarding breaches) may result in immediate suspension or dismissal, bypassing earlier stages.

11. Right of Appeal


Learners have the right to appeal any disciplinary decision in writing within 5 working days. Appeals are considered under the Complaints Procedure.

12. Linked Policies

- Safeguarding Policy
- Health & Safety Policy
- Equality, Diversity & Inclusion Policy
- Data Protection (GDPR) Policy
- Complaints Procedure

13. Review

This Code of Conduct is reviewed annually by the Principal in consultation with learners and staff.

Approved by: Taylor Yates
 Position: Director & Principal, Yates Academy
 Signature: 
 Date: 17 April 2026



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