Guildhall Short Courses Code of Conduct

This Code of Conduct sets out the standards expected of all participants. It is designed to ensure safety, wellbeing, and a positive experience for everyone. Breaches of these rules may result in immediate removal from the course with parents/guardians required to collect the participant if they are under the age of 18. All participants must adhere to the Short Courses Code of Conduct.

The School refers to Guildhall School of Music & Drama.

“Guildhall Short Courses” refers to Guildhall Short Courses or Open Programmes, a department within Guildhall School of Music & Drama. “Guildhall Short Courses”, “Short Courses”, “Short Courses Team” and “We” mean the Guildhall Short Courses Team, who is responsible for the development, organisation and delivery of the programme of short courses, summer schools and other activities managed by that team;

All participants are expected to demonstrate professionalism, respect, and integrity throughout the programme. This includes being punctual, actively engaging in discussions, and contributing to a positive learning environment. Disruptive behavior, disrespectful language, or actions that hinder the experience of others will not be tolerated. We encourage open dialogue and diverse perspectives, provided they are expressed constructively and with courtesy. By adhering to these standards, we ensure a safe, inclusive, and productive experience for everyone.

Guildhall Short Courses cannot assume parental responsibility for a participant under the age of 18. Participants and their families should bear in mind that the School is an adult environment. We expect responsible, reasonable and sensible conduct from all our participants. Whilst Guildhall Short Courses recognises its special duty of care to participants who are under 18, it will expect such participants to act responsibly and appropriately.

It is essential that all participants are safe and behave in line with Guildhall Short Courses expectations as can be found in the Short Courses Code of Conduct below.

We require all members of our community – participants, parent/guardians, members of the public and staff – to conduct themselves in a professional, courteous and inclusive manner.

1. Introduction

1.1. Guildhall Short Courses’ jurisdiction under this Code is not limited to its own premises. The Code includes misconduct occurring in any place to which a participant is guaranteed access by virtue of their status as a participant. This would, therefore, include external trips, classes taking place in external venues, etc.

2. General conduct

2.1. Guildhall Short Courses expects participants to conduct themselves at all times in an orderly manner, respecting the rights, privacy and property of others. This includes (but is not limited to) unacceptable behaviour which takes place:

- during course-related activities (such as teaching, performance, placements or non-curricular events), including those delivered in collaboration with partners or other;
- on or off the School's premises, including online or on social media

The Short Courses Team regards as unacceptable any behaviour by participants which improperly interferes with or adversely affects Guildhall Short Courses' community and/or:

- the School's interests, activities, property, or reputation; and/or
- the health, safety, wellbeing, activities or interests of its participants, students and staff, as members of the wider School's community, or of its governors or visitors.

2.2. No participant shall engage in conduct which amounts to the improper interference, in the broadest sense with the proper functioning of the School, those who work or study within it, or its reputation. Such interference will be regarded as misconduct, examples of the types of behaviour that will be construed as misconduct are given further below (the list is not intended to be exhaustive).

2.3. Specific regulations exist with respect to accommodation, use of computing, Library, and other School facilities and equipment. Participants are required to observe these regulations. In some circumstances failure in such observance may also result in the matter being pursued under this Code at which point this Code takes precedence.

2.4. Guildhall Short Courses expects participants to follow any procedures and processes put in place related to general Health & Safety.

2.5. The wellbeing of all participants and staff is our priority. If a participant is feeling unwell or experiencing symptoms of illness, please notify a member of the Short Courses Team as soon as possible so we can provide appropriate support. To protect the health and safety of the group, we reserve the right to ask any participant who is unwell or whose condition may pose a risk to others not to attend or to leave the course. In such cases, we will discuss options for support and next steps with the participant.

3. Contact details

3.1. It is the responsibility of participants to keep Guildhall Short Courses informed of their current home and address, email, and phone number of parent/guardian during their short course. International participants are asked to provide a UK emergency contact number when possible.

4. Facilities and Environment

4.1. Each participant is expected to show respect for the environment by helping to ensure that the School's premises are not damaged or disfigured by litter, unnecessary noise or other pollutants.

4.2. Animals are not permitted on School's premises, except for guide dogs for disabled participants and authorised visitors.

4.3. Furniture, equipment and other property owned or leased by Guildhall Short Courses must not be removed from the building without proper authority. Anything moved in contravention of this regulation may be recovered without notice by authorised staff. Those responsible may be liable for recovery costs.

4.4. No participant shall wilfully damage or deface, or wrongfully treat as their own, any property owned or leased by Guildhall Short Courses and the School. A participant will be required to make good in whole or in part, to the satisfaction of Guildhall Short Courses and the School, any damage of this kind that they cause, in addition to any other penalty imposed.

4.5. No participant shall wilfully damage, or wrongfully treat as their own, the property of any other person on School premises. Guildhall Short Courses accepts no responsibility for private property lost or damaged on School premises.

4.6. Members of School staff have authority to check breaches of the rules of discipline. If a member of staff feels it necessary, the member of staff may require a participant, whose conduct is believed to be in breach of this Code, to withdraw from any room or facility affected by the conduct in question. The participant may also be expelled from the course.

5. Smoking

5.1. Smoking creates a health and safety hazard. Guildhall School buildings are non-smoking and candles or any other similar burning or smoldering materials are forbidden. The policy also extends to all courtyards in Sundial Court. Electronic cigarettes may be used in the designated smoking area of the courtyard in Sundial Court and on the Lakeside but not in internal communal areas in the School.

5.2. Smoking in the School's buildings is a serious offence and disciplinary action will be taken if a participant is found to be in breach of this code.

6. Drugs

6.1. Drugs are not tolerated anywhere in any part of any buildings. More information can be found on the Government's website: https://www.gov.uk/penalties-drug-possession-dealing.

6.2. Participants are not allowed to use any of the premises to be used for any illegal or immoral purposes including the possession, supply and the misuse of drugs covered by the Misuse of Drugs Act 1971 or any statutory modification or re-enactment thereof.

6.3. Participants are not allowed to bring or keep on site any drug associated paraphernalia. Anyone found with illegal substances will be immediately reported to the police and given notice to leave their course and the accommodation, and no refund will be given.

7. Alcohol

7.1. It is strictly prohibited for anyone aged 18 or over to buy, give to or share alcohol with under 18 participants. Any participant aged 18 or over found to be or suspected of supplying under 18s with alcohol will be immediately excluded from their course and Sundial if they are a residential participant, no refund will be issued.

7.2. It is strictly prohibited for participants under the age of 18 to buy, consume or be sold alcohol.

7.3. Any participant under the age of 18 found with alcohol will be immediately excluded from their course and Sundial if they are a residential participant, no refund will be issued and the participant's parents/guardians will have to make arrangements to collect the participant.

8. Misconduct, Bullying and Harassment

8.1. All participants are expected to act within the law, for example with regard to offences against persons or property, or possession of illegal substances.

8.2. Any form of harassment or bullying (digital or in person), including the racial, sexual or religious harassment of any participant, member of staff or other employee of the School, or any visitor to the School will result in disciplinary action. Guildhall Short Courses will not tolerate any form of bullying, aggressive, threatening, indecent, disorderly, offensive, violent or other unreasonable behaviour or language, however expressed including physically, orally, in writing or electronically (such as on social networking websites).

8.3. Participants bringing any mobile devices with internet access should respect other participants right to privacy. Any misuse such as internet bullying of other participants and/or viewing/sharing inappropriate content will result in disciplinary action being taken.

8.4. Improper interference, in the broadest sense, with the proper functioning or activities of the School, or with those who work or study in the School; or action which otherwise damages the School, or action that deviates from accepted institutional, professional, academic or ethical standards, will be regarded as misconduct and an infringement of these regulations.

8.5. Where alleged misconduct could also constitute an offence under the criminal law special provisions will apply and the School's own disciplinary investigations or proceedings may be delayed until such time as the police and/or courts have completed their investigations and proceedings. However, the School reserves the right to proceed with a disciplinary case where it feels it has sufficient information to do so without waiting for the completion of the police investigation.

8.6. Any complaint about the conduct of a participant whether made by a member of staff or by a member of the public, or by one participant about another, shall be considered in the light of the rules laid down in this Code. However, allegations from parents, relatives or friends, on behalf of a participant who chooses not to make an allegation themselves, cannot be pursued under this Code (except where the participant concerned is a minor).

The following exemplifies the behaviour and conduct which would constitute a breach of the Short Courses Code of Conduct, although not exclusively:

a) Disruption of the academic, administrative, recreational, social, or other activities of the School.

b) Physical harm to another participant, staff member or other.

c) Verbal abuse toward another participant, staff member or other.

d) Obstruction of the functions, duties or activities of any participant, member of staff or other employee of the School or any authorised visitor to the School.

e) Behaviour which restricts the legitimate freedom of speech, ideas, actions, or inquiry of any other participant or member of staff.

f) Behaviour which is in breach of School regulations on health and safety, smoking, or eating and drinking on School premises.

g) Behaviour which brings the School into disrepute – including antisocial behaviour in and around the Sundial residence.

h) Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on School premises or engaged in any School activity.

i) Malicious damage to School property which includes inter alia, the hall of residence, School managed property, Students' Union property or the property of any participant, member of staff or visitor.

j) Unauthorised access to School information systems or IT networks, or permitting or causing unauthorised access by others.

k) Conduct, including the possession or use of drugs or other illegal substance, which constitutes a criminal offence, where that conduct:

• took place on School or School managed property, or

• affected or concerned other members of the School community, individuals or groups in related School organisations or partner institutions and organisations, or

• damages the good name of the School, or

• poses a danger to other members, or to the good order, of the School community.

l) Any breach of the School's Equal Opportunities Policy including sexist, racist or homophobic activity or behaviour.

m) Any form of harassment*, including the racial, sexual or religious harassment of any participant, member of staff or other employee of the School or any visitor to the School.

* Harassment

Harassment is unwarranted, unwelcome and uninvited behaviour, which is intimidating, offensive or distressing to the recipient/s. Sexual, racial and/or disability harassment occurs when the harassment is motivated by or related to the sex, race, or disability of the recipient.

Examples of harassing behaviour are:

• Offensive gestures, language, gossip or jokes.

• Insulting or abusive behaviour or comments.

• Physical contact, ranging from an invasion of personal space and/or inappropriate touching, to serious assault.

• Display of sexually aggressive, pornographic, racist or otherwise offensive pictures or other material, or the transmitting of any such messages or images via electronic mail.

• Intentional isolation or exclusion.

• Humiliating or demeaning behaviour and/or persistent criticism.

l) Sexual misconduct, including but is not limited to:

• Attempting to engage, or engaging in, sexual intercourse or other sexual act without consent

• Sharing the private sexual material of another person without consent

• Kissing without consent

• Touching inappropriately through clothes without consent

• Inappropriately showing sexual organs to another person directly or indirectly (eg through digital means)

• Making unwanted remarks of a sexual nature.

• Upskirting (taking a picture under a person’s clothes without them knowing with the intention of viewing their genitals or buttocks to obtain sexual gratification or cause victim humiliation)

n) Behaviour which would be likely to cause fear, distress or offence to others.

o) Failure to comply with written policies and directions.

p) Theft, fraud, deceit, deception or dishonesty in relation to the activities/documents of the School or the property of the School or its staff or other participants of the School.

q) Failure to follow a reasonable instruction from a School officer, including failure to disclose your name and other relevant details in circumstances when it is reasonable to require that such information is given.

r) Failure to comply with a previously imposed penalty under this Code or other School regulation.

9. Missing participant

Should a child not turn up for a lesson/not return at the required time/go missing we will follow the School's missing participant protocol which includes contacting parents/guardians/designated emergency contacts and also the police in cases where the child is not located after search and phone contact attempts. It is therefore vital that we have **two** contact numbers for those with parental responsibility for a child to ensure we can safely manage such an incident. If you have been unable to provide a second phone number before, please email shortcourses@gsmd.ac.uk.

Disciplinary action

Any illegal or inappropriate behaviour, or any breach of the Short Courses Code of Conduct and/or Residential Code of Conduct, will result in disciplinary action by the Short Courses Team. Consequences may include immediate removal from the premises without refund, and a ban from future Guildhall Short Courses. If the participant is under 18, parents/guardians may be required to collect them immediately.