

Staff Behaviour and Code of Conduct Policy 2026

Summary

The International British Theatre School (IBTS) expects all staff and volunteers to maintain the highest standards of personal and professional conduct.

This policy provides clear guidance on appropriate behaviour, boundaries, dress, and communication to protect children, staff, and the reputation of IBTS.

1. Professional Conduct

All IBTS staff are role models and ambassadors for our organisation.

They must act with integrity, professionalism, and respect at all times — both during and outside working hours.

Staff must:

- Treat all children, parents, and colleagues with dignity and respect.
- Promote equality, inclusion, and diversity in line with the **Equal Opportunities Policy 2026**.
- Use calm, professional language at all times — swearing, aggressive, or abusive behaviour will not be tolerated.
- Model behaviour that reflects IBTS's values and safeguarding responsibilities.
- Maintain appropriate emotional and physical boundaries with students.

Breaches of conduct will be managed under the **Staff Disciplinary Policy 2026**.

2. Dress Code

To ensure safety, professionalism, and comfort:

- Clothing must be **modest, practical, and non-revealing**.
- **No leggings, yoga pants, or excessively tight garments.**
- **Skirts and dresses must reach at least knee length.**
- Clothing must be **free from political or religious symbolism.**
- Staff must wear the **approved IBTS lanyard and name badge** at all times.
- On **Mondays and Fridays**, staff must wear **official IBTS uniform items** (T-shirt, jumper, etc.) for parent identification.
- On other days, staff may wear plain, neutral-coloured tops and trousers/shorts suitable for movement and activities.

If attire is deemed inappropriate, staff may be asked to change before commencing duties.

3. Confidentiality and Professional Boundaries

Staff must not share information about children, parents, or colleagues with unauthorised parties.

Information may only be shared:

- With the **DSL** or external agencies where a safeguarding concern exists.
- As part of professional discussions for legitimate educational or welfare purposes.

Disclosure of confidential information outside authorised channels will be treated as a disciplinary matter.

Staff are reminded that **professional boundaries** must always be upheld — friendships or relationships with students are inappropriate and strictly prohibited.

4. Use of Social Media and Technology

- Posting or sharing material relating to IBTS, its staff, or students without permission is **strictly forbidden**.
- Staff must not engage with students or parents on personal social media accounts.
- The use of **personal phones** is not permitted during working hours except in emergencies and with managerial approval.
- Only IBTS-approved cameras may be used for photographs.
- Smartwatches or wearable tech may be worn but must have all other functions disabled except timekeeping.

All online behaviour must comply with the **Social Media and Publication Policy 2026**.

5. Smoking, Alcohol, and Drugs

- Smoking, vaping, or use of e-cigarettes is **prohibited** on IBTS premises and during all work-related activities.
- Staff must not consume or be under the influence of alcohol or drugs while on duty.
- Prescription medication that may affect performance must be disclosed to the Manager.
- Staff medication must be stored securely and out of children's reach.

See the **Smoking, Alcohol, and Drugs Policy 2026** for details.

6. Staff Conduct, Suitability, and Declarations

All staff are required to:

- Maintain high standards of personal behaviour.
- Disclose any **convictions, cautions, or disciplinary actions** that could affect their suitability to work with children.

- Complete an annual **Disqualification and Suitability Declaration Form**.

Low-level concerns will be addressed through supervision; serious allegations will be managed under the **Safeguarding and Whistleblowing Procedures**.

7. Whistleblowing and Reporting Concerns

Staff must feel confident to raise any concern about unsafe practice, misconduct, or breaches of safeguarding policy.

Concerns can be reported directly to:

- The **Designated Safeguarding Lead (DSL)**
- The **Director (Ben Whiteside)**
- **Ofsted** (0300 123 1231)

Reports will be treated confidentially and without prejudice to the person raising them.

8. Gross Misconduct

The following behaviours constitute **gross misconduct** and may result in immediate dismissal:

- Child abuse or neglect.
- Failure to follow safeguarding or health and safety procedures.
- Physical violence or intimidation.
- Bullying, sexual harassment, or discrimination.
- Substance use during working hours.
- Theft, fraud, or falsification of documents.
- Breach of confidentiality or sharing unauthorised information.

- Failure to disclose disqualification under the **Childcare Act 2006**.

Each incident will be investigated in accordance with the **Staff Disciplinary Policy 2026**.

9. Related Policies

- **Safeguarding and Child Protection Policy 2026**
 - **Social Media and Publication Policy 2026**
 - **Smoking, Alcohol, and Drugs Policy 2026**
 - **Equal Opportunities Policy 2026**
 - **Staff Disciplinary Policy 2026**
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Policy Owner: Ben Whiteside, Director
International British Theatre School