

# Student Code of Conduct

## Introduction to the Student Code of Conduct

1. The Student Code of Conduct outlines the behavioural standards expected of you by the Bristol Old Vic Theatre School (BOVTS). This document specifies the consequences for not meeting these standards. It is a part of the Respect at BOVTS Framework, which includes various policies and guidelines to ensure a safe, inclusive, and healthy environment at the School. These all sit in conjunction with the Policies and Procedures of the University West of England
2. BOVTS has a zero-tolerance policy regarding discrimination, harassment, and bullying.
3. By accepting a place at BOVTS, students agree to comply with all regulations, policies, and procedures, including the Student Code of Conduct. Familiarising yourself with these documents is crucial.

## Expected Behaviour

4. Treat everyone with respect, courtesy, and consideration. Be mindful of your words and actions to avoid offending others, even unintentionally. What you consider 'banter' might be perceived as harassment by someone else.
5. Familiarise yourself with the Student Intranet, Academic Regulations and Policies, and any other course-specific rules. These rules apply to you even if you don't read them.
6. Arrive on time and follow BOVTS and course-specific protocols which will be outlined by your Course Leader if you anticipate being late or are unwell. These guidelines are in place to ensure the effective operation of BOVTS and help you develop good time management skills essential for your future profession.
7. Adhere to health and safety guidelines. Theatres, studios, and workshops contain equipment that can be hazardous, especially for choreographed scenes like fights. Follow the guidance provided by staff members of signage that is around the School's 3 sites.
8. Respect BOVTS property and that of other students and staff. This includes following guidelines on the use of communal areas to maintain the School's facilities for everyone. Keep in mind that BOVTS is open to the public during certain times of the year.
9. Consume food, drink, or smoke only in designated areas. Protect the fragile costumes, props, and equipment from damage. Understanding and following industry practices is a crucial part of your training.
10. Manage your behaviour responsibly. Expressing anger or frustration towards others or disrupting BOVTS's activities is unacceptable. Abuse, whether verbal or physical, is a serious offence. Use the [official procedures](#) for handling grievances or complaints if necessary.

11. Maintain professionalism in your work at BOVTS. Your professional conduct is assessed and may contribute to a reference if your course isn't graded. Unprofessional behaviour may negatively impact your performance, grades, and reputation.
12. Review the list of misconduct behaviours in UWEs [Student Non-academic Misconduct Policy](#). This list, while not exhaustive, provides an overview of unacceptable behaviours and potential sanctions. We may address allegations of student misconduct under alternative procedures, for example [UWE Fitness to Study](#), if appropriate.

## Personal Conduct.

13. Gambling is prohibited on BOVTS premises.
14. Adhere to UWEs [Attendance/ Engagement Policy](#) and the professional behaviour expectations outlined on the School intranet and relevant Course Document.
15. Sexual relationships and close personal friendships between staff (including visiting staff) and students are not permitted, as they may compromise the objectivity of training and assessment. Refer to the [Staff and Student Relationship Policy](#).

## Health and Safety

17. Familiarise yourself with BOVTS's comprehensive Health & Safety procedures and pay attention when staff explain them.
18. BOVTS expects all students and staff to maintain a safe environment by following safe working practices and wearing appropriate protective clothing when necessary.
19. Record all accidents or injuries in the accident books available at the reception desks at all sites.
20. Sign in upon arrival to monitor attendance and assist in identifying individuals on-site during emergencies.
21. Do not disable smoke detectors or misuse fire extinguishers. These are essential safety measures.
22. Only use emergency exit doors in the buildings during an actual emergency or if given specific permission for access reasons.
23. Keep corridors, stairways, and spaces free from bags and personal items to ensure a safe and hygienic environment.

## Eating and Drinking

25. Consume food and drink only in the designated areas provided by BOVTS. These areas are: Specific locations at BOVTS, such as the student common room and front garden area.
26. Refrain from using foyer areas or stairways for eating, drinking or congregating, as these are public spaces and should be kept clear for safety and accessibility. They are also working areas for Reception staff.

27. The consumption of alcohol and use of other recreational drugs or being under the influence of alcohol or drugs is not permitted during teaching hours. Refer to the Drugs and Alcohol Policy for further details.
28. Eating and drinking in teaching rooms, rehearsal studios, theatres, or technical workshops are not allowed without explicit permission from the tutor/director.
29. Do not eat or drink while wearing BOVTS costumes to protect the costumes, following industry standards.

## **Smoking**

32. BOVTS are non-smoking buildings, with designated signposted smoking areas outside the premises. If you are unsure where to find smoking areas please ask a member of staff.

## **Use of Buildings, Rooms, and Property**

33. Use BOVTS buildings and property only during scheduled hours, these will be shared with by your Course Leader.
34. Respect the room booking system. Do not use rooms booked by others or without proper booking through the School's systems. Vacate rooms promptly when another party arrives for their scheduled booking.
35. There is no access to specific areas such as rooftops or the back garden unless explicitly permitted.
36. Respect BOVTS property by not misusing, damaging, or defacing buildings or equipment.
37. The elevator use is restricted. If you require special access due to an impairment, please speak to Reception.
38. Report any spillages or breakages in teaching studios or theatres to the Reception staff immediately.
39. Store personal property in lockers and keep items to a minimum. Do not leave belongings in public areas or foyers.
40. BOVTS is not responsible for lost or stolen items; personal insurance is recommended for valuable belongings.

## **Computing, Media, and Technology**

41. Misuse of BOVTS computer facilities, including downloading copyrighted or illegal material or accessing inappropriate content, is a disciplinary offence.
42. Using BOVTS systems to send emails that are libellous, harassing, or insulting, including those with offensive images, is prohibited and is a disciplinary offence.
43. Accessing another individual's email or private computer files is a breach of data protection and a disciplinary offence.

44. Photographing or recording classes without permission, or sharing such material publicly, is not allowed without explicit consent from a senior staff member.

45. Follow the Acceptable Use [Policy for IT Systems](#) (Staff and Students).

Please do not remove cables, controls or speakers from the teaching rigs in studios. You will delay classes and may prevent other students and staff from working if you do.

## **Library Use- work in progress**

46. The library is a quiet study area.

47. Turn off mobile phones and set laptops/tablets to silent mode.

48. Check out all library items, including books, CDs, and DVDs, through the issue desk. Removing items without checking them out is considered theft.

49. Return or renew borrowed items by the due date to avoid fines.

50. Return books when the library is open; do not leave them outside. Lost items will incur replacement charges.

51. Food and drink are not allowed in the library.