

## **Green Room Place (GRP) Staff Behaviour Code**

*Updated & Approved by Company Directors and Qualified Pastoral Staff on January 27th, 2025.*

### **1. Introduction**

As a staff member at Green Room Place (GRP), especially during a residential music summer course, your role is critical in ensuring the safety, welfare, and enjoyment of the students. This **Staff Behaviour Code** outlines the expectations for all staff members, volunteers, and contractors, ensuring you maintain high standards of conduct in line with GRP's policies.

### **2. General Behaviour Expectations**

- **Professional Boundaries:** It is essential to maintain clear professional boundaries with students, especially during residential settings. While creating a supportive and friendly environment is encouraged, staff members should never engage in personal relationships with students outside of professional, course-related interactions.
- **Positive Role Models:** As a course staff member, you should set a positive example in all your interactions. Your behaviour should encourage students to follow course rules, respect one another, and engage positively with the community.

### **3. Supervision and Overnight Duties**

- **Overnight Supervision:** As a residential course, pastoral staff are required to provide 24-hour supervision, ensuring students' safety while they are in their rooms and during all activities. You are expected to carry out regular checks and remain vigilant during night hours. Staff must adhere to student-to-staff supervision ratios as per HSE guidelines.
  - **Room Checks:** Staff members assigned to overnight duties must conduct room checks as per course procedures, ensuring that students are safe, in their assigned rooms, and not engaging in inappropriate activities.
  - **Curfew and Bedtime Rules:** A curfew should be established for all students to ensure they are in their rooms and settled at a designated time each night. Staff must ensure that students are adhering to this curfew.
- **Shift Work:** Staff on overnight duty must be aware of and respect their assigned shifts, ensuring that other staff members are on duty when needed. Ensure you are fully rested before taking on any overnight supervision duties.

#### 4. Handling Sensitive or Challenging Situations

- **Handling Emotional or Distressed Students:** In a residential course setting, students may experience emotional moments or distress. As a staff member, you should handle these situations with care and empathy. Refer students to the **Pastoral Team** or **NCPO** if needed, and ensure that the student is offered support in a confidential manner.
- **Dealing with Homesickness:** Many students, especially younger ones, may experience homesickness. Staff should be proactive in offering comfort, encouragement, and distraction, while also maintaining professional boundaries. Never dismiss a student's feelings - acknowledge their emotions and offer appropriate comfort.

#### 5. Alcohol, Drugs, Smoking, and Substance Abuse

- **Zero Tolerance Policy:** The use of illicit drugs by staff is strictly prohibited at all times during the course, including during overnight shifts. The consumption of alcohol, tobacco, or vaping products is only permitted when staff members are off duty and have formally clocked off for the remainder of the day or night. Staff are expected to uphold high standards of conduct and serve as positive role models by demonstrating healthy and responsible behaviours at all times.
- **Student Substance Use:** In the event that a student is found to be using alcohol, drugs, or engaging in smoking or vaping, the incident must be immediately reported to the Nominated Child Protection Officer (NCPO) and managed in accordance with GRP's Safeguarding & Child Protection Policy and **Disciplinary Policy**. For students aged 18 to 20, the consumption of alcohol, tobacco, or vaping products is permitted only after the conclusion of official activities, off-campus and therefore, away from students under the age of 18. Such consumption must remain moderate and not excessive.

#### 6. Emergency Protocols and Safety

- **Emergency Procedures:** Staff are required to be familiar with emergency procedures, including evacuation plans, first aid protocols, and fire safety procedures. All staff must be fully aware of evacuation routes.
- **Health and Medical Care:** In case of a medical emergency, staff must follow the procedures outlined in the **Health & Safety Policy**. Always ensure that you know where the first-aid kits are located and are familiar with any medical requirements or conditions of students (if appropriate) in your care. Keep clear documentation of any injuries or illnesses.
- **Transport Safety:** If students are being transported to or from off-site activities, ensure that all safety protocols are followed, including seat belt usage, and that students are supervised at all times.

#### 7. Social Media and Communication with Students

- **Communication with Students:** Staff are expected to maintain a professional and respectful tone in all communications with students. Any communication outside of

scheduled activities or course hours should remain strictly professional, appropriate, and relevant to the course. For students under 18, all e-communications must be copied to the student's parent or guardian. If the student is aged 18-20, it is considered best practice to copy the parent or guardian, provided that their contact details are available to GRP. Staff are prohibited from contacting students via social media, except in cases of emergency where alternative communication methods are unavailable.

- **Personal Social Media:** Staff members should not post photos, videos, or content related to students or course activities on their personal social media accounts without express consent from both the **NCPO** and the student's parent or guardian.

## 8. Managing Student Behaviour

- **Encouraging Positive Behaviour:** All staff should aim to foster positive behaviour among students, ensuring they feel respected, valued, and safe. Encourage cooperation and team-building throughout the course.
- **Disciplinary Action:** If a student's behaviour is disruptive or potentially harmful to themselves or others, appropriate steps must be taken according to GRP's **Disciplinary Policy**. This may include discussing the behaviour with the student, issuing warnings, or involving a senior member of staff.
- **Respect for Authority:** Staff must encourage students to respect authority figures and the course rules. If students are openly defiant or disrespectful, staff should address these situations with calm, firm, and fair guidance, reporting any serious issues to the **NCPO**.

## 9. Interaction with Students During Free Time

- **Boundaries in Free Time:** During free time or unsupervised moments, it is crucial to maintain boundaries. Staff should not engage in inappropriate activities with students, such as hanging out alone in student rooms or engaging in social media conversations. Group activities should be encouraged, and staff should remain easily accessible to students during this time.
- **Appropriate Entertainment and Activities:** During leisure activities, staff must ensure that the content (such as games, films, or music) is age-appropriate and aligns with GRP's values. Staff should always monitor the environment to prevent any inappropriate or unsafe behaviour.

## 10. Reporting Concerns

- **Reporting Safeguarding Concerns:** If a staff member becomes aware of any safeguarding concerns (e.g., bullying, emotional distress, inappropriate behaviour), they must immediately report the issue to the **NCPO**. If unsure, staff should always err on the side of caution and seek guidance from senior staff.
- **Concerns About Staff Behaviour:** If you observe any behaviour from another staff member that violates GRP's policies or raises safeguarding concerns, you have a responsibility to report it promptly to the **NCPO**.

## 11. Respect for the Course Environment

- **Cleanliness and Respect for Property:** Staff should model respect for the environment by maintaining cleanliness and tidiness, ensuring shared spaces are kept neat, and encouraging students to do the same. Staff should not engage in any behaviour that could damage camp property or the environment.
- **Promoting Inclusivity:** The residential camp should feel inclusive and welcoming to everyone. Staff must be mindful of fostering an environment where all students, regardless of background or ability, feel safe, included, and respected.

## 12. Timekeeping and Punctuality

- **Respecting Schedules:** As a staff member at Green Room Place (GRP), it is essential to respect all schedules and time commitments. Punctuality is vital to ensure that all activities, classes, meals, and supervision duties run smoothly and on time. Being late for scheduled events or responsibilities can disrupt the flow of the program and affect the students' experience.
- **Duty Shifts:** Staff must adhere to assigned shifts, including overnight duties, ensuring that they arrive on time and are fully prepared to take on their responsibilities. If a staff member is unable to fulfill their shift due to unforeseen circumstances, they must inform the appropriate senior staff member or team lead with as much notice as possible, so that arrangements can be made to cover the shift.
- **Timeliness in Meetings and Events:** Staff are expected to attend all mandatory meetings, briefings, and course activities promptly. Being on time for staff meetings helps ensure that all team members are aligned and aware of any important updates or changes. Similarly, arriving on time for student-related events helps set a positive example for the students and maintains the course's overall organization.
- **Time Management:** Staff should manage their time effectively to balance their course-related duties, personal time, and rest. Time management is crucial in maintaining energy levels, ensuring that you are fully present and attentive during interactions with students and colleagues.
- **Consequences for Lateness:** Repeated tardiness or failure to meet time commitments may result in disciplinary action as per GRP's Disciplinary Policy. Staff should always be aware of their responsibilities and plan accordingly to avoid delays or missed duties.