

Student Code of Conduct

This Student Code of Conduct (“Code”) establishes the principles and expectations for conduct and ethical behaviour for all students attending the Royal Drawing School (RDS), regardless of which programme they attend. By adhering to this Code, we foster a positive, inclusive, and respectful environment that aligns with our core values and organisational objectives.

You are expected to behave responsibly whilst attending courses, whether in the studio, print room, out of house, or online. The School prides itself on being an equal opportunities organisation, and you must treat all the School’s staff, self-employed tutors, models and visitors, as well as your fellow students, in a respectful, kind, and decent manner.

You are required to follow all instructions and rules, whether written or verbal, governing your use of the School’s facilities. In accordance with what is outlined in this Code, we reserve the right to cancel and refund your place on our courses in the event of inappropriate behaviour. Concerns will be dealt with in the first instance by the Head of the Public Programme, programme leads, and, if appropriate, escalated to the Director.

1. Equality, Diversity and Inclusion

The Royal Drawing School values diversity and strives to create an inclusive environment where individuals from all backgrounds can thrive. We are committed to operating all aspects of business in a fair and equitable manner, addressing inequality and promoting diversity to sustain this accessible and inclusive environment. We recognise that everyone has the right to be valued equally and to have equal opportunities.

The Royal Drawing School has a “zero tolerance” policy and will investigate any allegations of bullying, harassment, victimisation, or discrimination. The School will take all reasonable steps to provide and sustain a safe environment in which everyone is treated fairly and with respect.

Those working or studying at the School must not experience harassment, intimidation, or victimisation from anyone on the basis of any protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation, or any other personal characteristic. Non-compliance will be investigated within the School’s complaints and disciplinary procedures.

Everyone carries a personal responsibility for their own behaviour and for ensuring that their conduct is in accordance with the principles set out in this Code and law. In addition, each person has a responsibility to report any instance of bullying or harassment which they witness, or which comes to their attention.

2. Studio Etiquette and Use of Facilities

To ensure the best experience possible for all, we have outlined guidelines for all who attend courses.

- Students must always sign in and out of the building. There is a QR code sign-in system at reception.
- You must adhere to all health & safety notices and instructions for studios and the building.
- Easels and studio furniture must only be moved by the technicians.
- Technicians are on hand to help throughout the day.
- Shoes must be kept on when in the studios.
- Keep your belongings and materials close to where you are working.
- Walkways must be kept clear for accessibility around the studio space.
- Smoking is not permitted in the studios or anywhere else in the building, including e-cigarettes/vapes.
- No eating in the studios. Water and tea/coffee are allowed. Please respect this working space and take care where you place your drinks, disposing of any rubbish in the bin.
- Students are responsible for their own work. Do not leave any work or materials in the teaching studios overnight as work is disposed of after each class. The School accepts no responsibility for work lost or damaged whether on the School premises, studios or elsewhere.

Mobile Phones

- The use of mobile phones is strictly prohibited in the studios. Please turn them off and go outside the studio to make or receive calls or send text messages. This shows respect to the other students, the self-employed tutor and protects the model.
- We have a strict no-photography or filming policy within the studios.

Models

- Always be respectful of the models. Respect their personal space, particularly whilst unclothed, and do not touch the models at any time.
- All studio doors must be kept closed to protect the privacy of the model.
- The model's area is strictly for models and staff use only.

Punctuality and Attendance

- Be on time for your class – this shows respect to the self-employed tutor, models, and fellow students.
- Studios are open 15 minutes before the beginning of class.
- Late arrivals will be asked to wait outside for an appropriate break to enter the studio.
- Online courses: If you have to leave a class early or take breaks outside of the allotted time a self-employed tutor has given, please understand that the self-employed tutor may not be able to provide missed information on your return.

Materials

- Charcoal and newsprint are provided for free for adult studio courses.
- Please use paper wisely during sessions to ensure there is stock available for all.
- Fixative sprays are not to be used within the building, including the stairwell, due to health and safety regulations. Please spray any drawings outside and away from the building.
- Sharp blades, such as Stanley knives, Swiss pocketknives and other carving tools are not permitted in the studios.

Keep the Studios Tidy

- Leave the space as you would like to find it; return stools and chairs back to the sides of the room.
- Tidy away studio mess (incl. masking tape on walls, used coffee cups, materials, etc).
- Dispose of all rubbish in the bins and recycling bins provided.

Other Areas / Facilities

- Toilets are located on each floor of the building. All-gendered toilets are on the ground floor near reception and on the 4th floor outside the drawing studios. Gendered toilets are in the basement near the print room. Please do not use toilets to clean up materials and tools.
- At the end of the corridor on the 4th floor outside the studios as well as on the ground floor directly outside studios, there is a sink specifically for cleaning materials and tools.
- The print room has strict health and safety rules and guidelines, which will be outlined to all users of the facility at the beginning of the course.

Fire Alarm / Drill Procedure

- Students must sign in and out at reception when entering or exiting the building. This acts as a record of who is in the building in the event of a fire.
- A loud alarm will sound, and students should make their way to the fire exits.
- Do not use the lift in the event of a fire.
- The assembly point in the event of a fire is just outside the Bricklayers Arms pub on Rivington Street.

First Aid Box

- The first aid boxes are located above the plan chests in either studio and are clearly signposted. If there are any incidents requiring first aid, please see the office so it can be recorded. There are a number of trained first aiders in the building.

3. Preventing Sexual Harassment

The Royal Drawing School is committed to preventing harassment, discrimination and victimisation in our teaching areas. Sexual harassment will not be tolerated. Complaints will be taken seriously and not ignored, regardless of role or status.

Sexual harassment is unlawful under the Equality Act 2010 ('the Act'). It is also unlawful to treat someone less favourably because they have either submitted a complaint of sexual harassment or have rejected such behaviour. The Act defines sexual harassment as unwanted conduct of a sexual nature that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Conduct of a sexual nature includes a wide range of behaviour, such as:

- Suggestive looks, staring or leering.
- Propositions and sexual advances.
- Intrusive questions about a person's private or sex life, or a person discussing their own sex life.
- Sexual posts or contact on social media.
- Sending sexually explicit emails, images or text messages.
- Unwelcome touching, hugging, massaging or kissing.
- Unwanted sexual advances, propositions, or demands for sexual favours.
- Inappropriate comments about a person's body, appearance, or sexual orientation.
- Offensive jokes, slurs, or derogatory remarks about someone's gender or sexual orientation.
- Making lewd gestures or staring in a suggestive manner.
- Displaying or sharing vulgar materials, including pornography.
- Spreading sexual rumours or gossip about a person.
- Engaging in suggestive or inappropriate conversations or sharing sexual content without consent.

The School has a formal Preventing Sexual Harassment in the Workplace Policy, which applies to all staff, self-employed tutors and models, students and contractors. If you would like a copy of this policy, please contact the Public Programme Team.

If you see anything that you believe is an act of sexual harassment towards anyone in the School, please report this immediately to an administrator or programme lead, who will escalate this to the Head of the Public Programme.

4. Dress Code

We must stress that, while we encourage individuality, clothing and other attire must not be distracting to others. Clothes that are revealing or sexualised, or that feature a slogan or motto, or display unsavoury language or political ideology, may make others feel uncomfortable, discriminated against, marginalised, bullied, harassed, or victimised.

We welcome and respect people of all faiths and ethnic backgrounds. If there is anything within our dress code policy that does not fall in line with your beliefs or culture, please do let us know.

5. Social Media

Please be aware that we do not share personal details of self-employed tutors or models with students or vice versa, whilst they are studying at the School. If you need to send a message to a self-employed tutor, please go via the Public Programme office by emailing admin@royaldrawingschool.org or the Young Artists team by emailing youngartists@royaldrawingschool.org.

6. Safeguarding Vulnerable Adults and Children

Safeguarding is the responsibility to protect children and adults at risk from abuse, neglect, and harm. It involves taking action to promote their welfare and to prevent harm from occurring, including harm that may arise through the actions or inaction of others. The School is committed to working in partnership with relevant statutory agencies, carers, parents or guardians, and other professionals to identify individuals at risk and to put appropriate measures in place to reduce risk and support their safety and well-being.

Adults

The School encounters a small number of adults on their public programmes and academic courses who fall into the 'vulnerable adult' category. In the event that you feel that a member of the School's community might be at risk, or you feel there is an allegation or suspicion of abuse to a vulnerable adult on one of our courses, please report it to Jeeti Singh at Jeeti.singh@royaldrawingschool.org or a programme lead immediately.

Children

The Royal Drawing School is committed to keeping children taking part in its activities safe from harm in compliance with the Children Act, 1989/2004 and the statutory guidance in Keeping Children Safe in Education, 2015.

If a child discloses information to a fellow student, self-employed tutor or model that they have been harmed, please notify Rebecca Casey at Rebecca.casey@royaldrawingschool.org and Elizabeth Jacques at Elizabeth.jacques@royaldrawingschool.org immediately.

7. Complaints and Grievances Procedure

If at any point during your courses you have any problems regarding the self-employed tutors, models, or administrative staff, please contact the Public Programme Manager and the Head of the Public Programme. For the Young Artists Programme, please contact the Young Artist Senior Manager.

We anticipate that many of the problems encountered at the School can be resolved informally. In the first instance, a complaint or formal grievance should be raised with programme leads, either in person or in writing. The School will then carry out an investigation within the School's complaints and disciplinary procedures. You may be asked to then meet with the Head of the Public Programme, Director, or other Senior Leader, whose decision will be final and binding on all parties.

8. Disciplinary Procedures

In order to apply a fair and consistent approach, the School has procedures that are followed in any disciplinary situation. The stages of our disciplinary procedure are to investigate any claims being made, including speaking to all parties involved, holding a disciplinary meeting with the student, and following up regarding the outcome of the meeting. The initial investigations may be led by the programme leads and Head of the Public Programme and then escalated to the Director and Senior Leadership where necessary.

Students are encouraged to report any unethical behaviour or violations of this Code to the programme administration. The School is wholly committed to protecting the anonymity and safety of those who report misconduct.