



Staff Policy

XYZ Music Academy Ltd

Applies to: All employees, tutors, contractors, students, and volunteers

Review Cycle: Annual or as required

1. Equal Opportunities

XYZ Music Academy Ltd is committed to providing equality of opportunity for all employees and applicants. We do not discriminate on the grounds of race, colour, nationality, ethnic origin, sex, gender identity, age, religion or belief, marital status, pregnancy, sexual orientation, or disability, provided that the individual is able to carry out the essential duties of the role.

This commitment applies to all aspects of employment, including recruitment, selection, training, promotion, pay, and disciplinary procedures.

2. Harassment and Bullying

XYZ Music Academy Ltd has a zero-tolerance approach to harassment, bullying, or intimidation of any kind.

- All allegations will be taken seriously and investigated promptly and fairly
 - Harassment may be verbal, physical, written, or online
 - Any employee found to have engaged in harassment may face disciplinary action, up to and including dismissal
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3. Drugs and Alcohol

Employees must not attend work under the influence of drugs or alcohol.

- Any employee suspected of being under the influence while on duty will be asked to leave the premises immediately
 - A meeting will be arranged with the Director and HR representative to determine next steps
 - Disciplinary action may follow depending on the circumstances
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4. Smoking

Smoking, including the use of e-cigarettes and vaping devices, is strictly prohibited in all Academy premises and venues where activities are delivered.

5. Severe Weather and Emergency Closures

In the event of severe weather or emergency closure:

- The Director will notify staff as soon as possible

- Staff unable to attend work must inform management promptly and explain the circumstances
 - Decisions will be made on a case-by-case basis
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6. Dress Code and Appearance

Staff are expected to present a professional appearance at all times:

- Clothing must be clean, appropriate, and suitable for working with children
 - Any Academy-provided uniform must be worn as required
 - Reasonable adjustments may be made during extreme weather conditions
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7. Training and Professional Development

- Completion of mandatory training is a condition of employment
- Training must be completed within the specified timeframe
- Staff who fail to complete required training may be suspended from duties without pay until training is completed

Safeguarding and Child Protection Training

XYZ Music Academy Ltd is committed to safeguarding children and ensuring staff are properly trained. The Academy ensures that:

- All staff, students, and volunteers are safely recruited
- References are verified and enhanced DBS checks are up to date
- Staff receive the Safeguarding and Child Protection Policy during induction
- Regular safeguarding training and updates are provided

- Staff understand the indicators of child abuse and neglect
- Staff know their statutory duty to report concerns to the Director or HR Officer

Any member of staff under investigation for alleged abuse will be managed in line with the Staff Disciplinary Policy.

8. Attendance and Punctuality

Staff are expected to attend work punctually in accordance with their contract.

- Staff who expect to be late must notify management as soon as possible
 - Repeated lateness will be addressed through meetings and support
 - Continued lateness may result in pay deductions and disciplinary action, starting with a verbal warning
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9. Sickness and Absence

- Staff who are unwell or injured must inform management as soon as possible
- The nature of the illness, expected duration, and any medical advice should be shared
- For short-term absence, staff must make daily contact
- For long-term absence, regular contact and medical certification are required

If illness occurs during work hours, the situation will be assessed jointly, and staff may be asked to leave if unfit to continue.

All workplace injuries will be recorded in the Accident Book and reviewed.

10. Health and Fitness to Work

Staff must keep health declarations up to date.

- Any new health condition that may affect work should be disclosed
 - If concerns arise regarding fitness to work, an occupational health assessment may be requested
 - Outcomes may include adjusted duties, reduced hours, or termination of contract if necessary
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11. Appraisals and Performance Review

- Formal appraisals are conducted every six months
 - Additional reviews may take place if performance concerns arise
 - Appraisals are used to support development and maintain high standards
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12. Confidentiality and Personnel Records

- Personnel records are stored securely and accessed only by authorised staff
 - Information relating to children and families is strictly confidential
 - Breaches of confidentiality may result in disciplinary action
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13. Disciplinary Procedure

Verbal Warnings

- Up to two verbal warnings may be issued

- If two verbal warnings are issued for the same issue within four months, a written warning may follow

Written Warnings

- First written warning: valid for 6 months
- Final written warning: valid for 12 months

Dismissal

- May occur following failure to improve or in cases of gross misconduct

Records of disciplinary action will be retained for **five years after employment ends**.

14. External Support

Staff may seek independent advice from **ACAS**:
0300 123 1100