

Ethics Policy Framework

Policy Title	Ethics Policy Framework							
Relates to	HE	X	FE		Online	X	School	X
Approved by	Executive Committee							
Owner	Head of Quality							
Date Approved	May 2020				Created: February 2020			
Last reviewed	June 2021				Date of next review: July 2022			
Version	1.1							
Publication	Staff Access							X
	Student Access							X
	Public Access via Point Blank website							X

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Ethics Policy

Introduction and Overview

Point Blank Music School requires all staff to uphold the values and expectations of integrity, accountability and ethical conduct to the highest standards. The following policy creates the ethical framework by which the School shall operate and sets the expectations which all staff, students, guests and associates of the School are required to respect and abide by, where relevant to their role. It has been created to fully function alongside our values and the aims set our School Strategy (Point Blank: The Road Ahead) and other associated policies (listed below).

By association and in keeping with good governance, an additional a key requirement and strict obligation in the appointment of any Director on the Board is to adhere to and uphold the Nolan Principles of Public life, so that the leadership shall lead by example. The Seven Nolan Principles of Public Life are:

- Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

All Directors must abide by these principles in conjunction with all other regulatory requirements of appointment and the governance framework. It is also part of Point Blank's value of leading by example and their responsibilities as fundamental representatives of the School.

The School's Executive Committee is the owner of this framework and holds responsibility for keeping it updated on an annual basis. Staff and students are welcome to contact any member of the Executive Committee with queries.

The following policies have been reviewed in accordance with the creation of this framework, and will be updated to be in keeping with this Ethical Framework from May 2020.

- Admissions policy
- Complaints Policy and Procedures
- Equal and Diversity policy
- Gift Acceptance Policy
- Anti-Harassment & anti-bullying
- Data Protection Policy
- Freedom of Speech Policy
- Staff Code of Conduct
- Student Charter
- Student Disciplinary Policy
- Grievance Policy

Learning and Teaching, Student Services – All Staff and Students

All staff and students, as well as guest speakers, are expected to maintain the following ethical principles in their day to day conduct where relevant to their role:

- Act lawfully and ethically in all aspects of teaching, learning and in interaction with all students, visitors and staff.
- Be truthful, accountable and able to ethically and morally justify their conduct if required. This applies operationally, academically and commercially.
- Maintain confidentiality and student/staff faith in the keeping of their confidentiality as appropriate, with regard to the protection of personal data, student/staff consultation or any sensitive information in relation to students, staff or commercial operations.
- Declare conflicts of interest and act appropriately with due regard towards good governance principles.
- Maintain student interest and values, access to support and value for money in all decision-making.
- Treat all people with dignity, respect, equality, diversity and inclusivity.
- Understand and uphold the required standards of academic integrity and freedom.

Adherence to the above principles by all will enable the Point Blank community to maintain a respectfully inclusive working environment with our core values of professional and academic integrity. In turn, we believe that this will manifest an environment of creative freedom that is essential to enable the talent of our students and staff to reach full potential.

Good Governance

Point Blank Music School and its governing body, the Board of Directors, has committed to the *Nolan Principles of Public Life* and to operate in accordance with the *Higher Education Code of Governance* (published by the Committee of University Chairs) and *Corporate Governance Guidance and Principles* (published by the Institute of Directors and ecoDA). These are highly regarded guidance documents that build further upon the *Nolan Principles of Public Life* with relevance to ethical and accountable HE and corporate governance.

As stated in the School's Schedule of Delegation:

The Board shall appoint, include and co-opt members who are:

- *Fit and proper persons of good character, integrity and honour, who will be responsible for ensuring the ethical governance of the School and value for money for students and staff.*
- *Professional, competent persons with strong experience in their area of expertise.*
- *Loyal, dependable, and motivated towards the achievement of Point Blank's Mission and Vision and safeguarding the good reputation of the School.*

The above requirements are expected in addition to the Nolan Principles of Public Life.

All Directors appointed to the Board of Directors must commit to the following in addition to the principles for all above:

- Protecting and acting in harmony with the collective student interest through good governance.

- Responsibility and the maintenance of value for money in the management of the School's funds, infrastructure and resources.
- Enabling high academic standards, integrity and quality to ensure the highest true attainment and outcomes for all students via good governance and management of resources.
- Supporting and enabling equality of opportunity and diversity.

Finance and Audit

Finance

The School must adhere to all regulatory requirements to ensure that all received public and private funds are used ethically and with integrity for the purposes given. All financial statements must be externally and independently audited, received by an independently chaired Audit and Value Committee and approved by the Board of Directors.

There is a clear governance system in place which shall be maintained to enable clean financial control and to ensure all funds are managed and disbursed with integrity and only for the core purpose in which they were received. On a termly basis, the Audit and Value Committee shall meet to ensure that the School is operating with the student interest, value for money, financial viability and sustainability in mind. This must be upheld by all staff working in relevance to these responsibilities.

Furthermore, this policy and the governance framework by which all Directors, staff and students must comply within, requires that all staff and students working for Point Blank Music School must work with integrity and without corruption. Acts of bribery are explicitly forbidden. Whistleblowing of any corrupt practice within the School is encouraged, and the strictest confidentiality and job protection against any discrimination of the whistleblower must be maintained.

Fundraising, gifting and donations

School staff may conduct fundraising on behalf of external charities but will need explicit permission from the Executive Committee to raise funds for any purpose for or on behalf of the School.

Staff may accept gifts and donations from people and other organisations in accordance with Point Blank values and the ethical principles above, and the School's Gift Acceptance Policy. The procedures in the policy must be followed and no detriment or increase to the treatment, student outcome or learning experience of any student must occur as a result of the acceptance of any gift. All staff and students should ensure that high ethical standards are maintained with the giving and receiving of any gifts or donations.