

# Central Film School

2025/26

Central Film School

## Code of Conduct

### 1. Introduction

- 1.1. Central Film School's Student and Staff Code of Conduct outlines the core expectations and standards of behaviour required to maintain a safe, inclusive, and professionally enriching environment for all members of our community. This Code aligns with the School's Institutional Strategy and is designed to foster mutual respect, academic excellence, and creative freedom.
- 1.2. Through clear guidelines and integration with our comprehensive policy framework, the School ensures a proactive approach to cultivating a positive culture across all campuses, teaching spaces, and digital platforms.
- 1.3. The key principles of this Policy are as follows:
  - All members of the Central Film School community are expected to treat one another with dignity, respect, and professionalism at all times.
  - Actions are guided by a commitment to academic and creative integrity, ensuring that all work is produced ethically and honestly.
  - Our community actively champions equality, diversity, and inclusion, maintaining zero tolerance for discrimination, harassment, or bullying.
  - Insights and expressions of Academic Freedom and Freedom of Speech are protected and encouraged within the bounds of the law and institutional respect.

- We operate on a shared responsibility model, where students and staff alike are accountable for familiarising themselves with and adhering to the School's policies and procedures.
- The physical and psychological safety of all community members is paramount, supported by robust safeguarding and health and safety protocols.

## **2. Academic and Professional Integrity**

- 2.1. Central Film School is committed to the highest standards of academic and professional practice. Both students and staff must act honestly in all academic endeavours. Staff are expected to uphold rigorous assessment standards. Students must ensure that all submitted work is entirely their own, properly referenced, and ethically produced.
- 2.2. Related Policies and Procedures:
- CFS Marking and Moderation Policy
  - CFS Academic Integrity Policy
  - CFS Academic Misconduct Procedure

## **3. Research and Creative Ethics**

- 3.1. In all academic research and practical filmmaking projects, students and staff must adhere to strict ethical guidelines. This includes securing informed consent from participants, ensuring the ethical treatment of subjects and actors, and maintaining integrity in data collection, screenwriting, and storytelling. Any primary research, dissertation work, or production touching on highly sensitive topics must be formally reviewed and approved to ensure comprehensive ethical compliance before commencement.

## **4. Respect, Equality, Diversity, and Privacy**

- 4.1. Central Film School celebrates diversity and is dedicated to providing an inclusive environment. All members of the community must align their behaviour with our core values of respect and consideration.
- 4.2. We maintain a strict, zero-tolerance approach to sexual misconduct, harassment, bullying, and victimisation. Any behaviour that creates an intimidating, hostile, degrading, humiliating, or offensive environment will be addressed robustly. The School also formally recognises and abides by international definitions regarding the prevention of antisemitism.
- 4.3. In addition to physical and emotional respect, all individuals must respect each other's right to privacy. Staff and students are expected to maintain the confidentiality of personal information obtained during their time at the School, acting in full compliance with data protection laws.
- 4.4. Related Policies and Procedures:

- CFS Equality and Diversity Policy
- CFS Respect and Consideration Statement
- Prevention of Harassment & Sexual Misconduct Policy
- IHRA Definition Adoption
- CFS Data Protection

## **5. Freedom of Speech and External Engagement**

5.1. The School upholds the legal right to freedom of expression and academic debate. Staff and students are encouraged to engage in robust, challenging discussions. When organising events or inviting guest speakers, staff and students must ensure that freedom of speech is continuously balanced with the School's duty of care, ethical standards, and legal obligations regarding public safety.

5.2. Related Policies and Procedures:

- CFS Freedom of Speech Policy
- CFS Academic Freedom Policy
- CFS External Speaker Policy

## **6. IT, Facilities, and Resource Use**

6.1. Access to Central Film School's specialised equipment, studios, and IT infrastructure is a privilege that requires responsible use. Digital communications must be professional and secure.

6.2. The use of the School's computing, internet, and email facilities for the distribution of illegal, discriminatory, or copyright-infringing material is expressly prohibited. Users must not engage in misrepresentation of identity, forgery, or use School systems for personal gambling or unapproved commercial profit. To protect the School's network, all community members must exercise caution regarding cybersecurity.

6.3. Property belonging to the School or other individuals must be treated with the utmost care. Theft, unauthorised possession, misuse, destruction, or defacement of property is strictly prohibited. Serious instances, particularly those related to theft or severe vandalism, will be referred to the police in addition to triggering internal disciplinary proceedings. Due to the nature of film production, specific adherence to safety and representation protocols is mandatory to ensure the safety of the public and the School community during shoots.

6.4. Related Policies and Procedures:

- CFS IT and Social Media Policy
- Resource Policies and Procedures Agreement
- Weapons, Police Representation, and Public Safety Protocols

## **7. Attendance and Engagement**

- 7.1. Active participation is essential to the educational experience and community building. Students are expected to attend all timetabled sessions and engage fully with their programmes. Staff are expected to facilitate this engagement and monitor attendance to support student progression and well-being.
- 7.2. Related Policies and Procedures:
  - CFS Student Engagement Policy and Attendance Procedure
  - Non-Attendance at Appointments Policy

## **8. Safeguarding and Well-being**

- 8.1. Central Film School has a statutory and moral duty to safeguard its community. All staff and students must act appropriately, particularly when interacting with vulnerable adults or applicants under the age of 18. The School is also committed to supporting the mental and emotional well-being of its community.
- 8.2. Related Policies and Procedures:
  - CFS Safeguarding Policy
  - CFS Applicants Under 18 Policy and Process
  - Mental Health Policy

## **9. Health, Safety, Environment, and Substance Policies**

- 9.1. Creating a safe working and learning environment is a collective responsibility. The School enforces a strict smoke-free environment across all its premises, which includes the use of electronic cigarettes and vaping products.
- 9.2. Furthermore, the possession, consumption, or distribution of prohibited drugs on School premises is strictly forbidden and constitutes grounds for immediate dismissal. Alcohol may only be consumed on premises if it is part of an official event formally approved by School management.
- 9.3. Related Policies and Procedures:
  - Fire & Emergency Policy & Procedure
  - First Aid Policy
  - Smoking Policy

## **10. Reporting Maladministration and Corrupt Conduct**

- 10.1. Central Film School is committed to transparency and institutional integrity. Students and staff are encouraged to report any suspected corrupt conduct, maladministration, or substantial waste of resources to appropriate management personnel. The School ensures that privacy and confidentiality are strictly observed in all such matters.

However, particular care must be taken to avoid vexatious or malicious allegations, which will be treated as a disciplinary offence.

## 11. Breaches of the Code of Conduct

11.1. Failure to adhere to this Code of Conduct or any referenced policies may result in disciplinary action. For staff, breaches will be handled via the School's staff disciplinary and grievance procedures as managed by the People Operations Committee. For students, infractions will be investigated and managed appropriately, and they retain the right to formally raise grievances if they feel wronged.

11.2. Related Policies and Procedures:

- CFS Non-Academic Student Disciplinary Procedures
- CFS Student Complaints Policy

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