
Code of conduct

@ Royal Conservatoire Antwerp

KCA takes the responsibility to inform every person associated with the institution, provide participation opportunities and take every incident seriously.

01

6 PRINCIPLES

Concrete + How?



02

HOTLINE GOG AP

- Contact
- Who
- Report
- Actions
- Registration



03

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Content



6 Principles

Code of conduct @ KCA

01



We do not tolerate any form of bullying, discrimination, racism, sexism, verbal or physical aggression/violence and sexually transgressive behavior.

02



We do not tolerate any situation that may endanger individuals or groups.

03



We do not tolerate any abuse of power.

04



We believe in "consent": asking for permission actively.

05



We are considerate and respect one another.

06



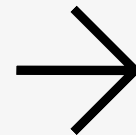
Netiquette.

PRINCIPLE 1

We do not tolerate any form of bullying, discrimination, racism, sexism, verbal or physical aggression/violence and sexually transgressive behavior.

Concrete

- As management, supervisor or teacher, you are aware of your exemplary role in word and gesture.



How?

- You take any report or incident seriously and follow up on it.
- You also address covert or unintentional racism and sexism and consider it a collective responsibility.

PRINCIPLE 2

We do not tolerate any situation that may endanger individuals or groups.

Concrete

- We watch over group dynamics together as a group, and are sensitive and alert to partisanship and exclusion within a group.

How?

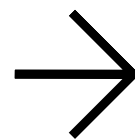
- *Thinking exercise 2024*

PRINCIPLE 3

We do not tolerate any abuse of power.

Concrete

- Staff members interact with students in a professional manner and are aware that the relationship with the student always involves a power differential. This is certainly (but not exclusively) the case when a staff member is teaching a student.



How?

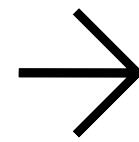
- No individual classes are organized in private.
- Teachers explain their way of working to each student/group at the beginning of the academic year. This gives the student space to react to this so that clear agreements can be worked with. Agreements are made about:
 - How one will communicate so that it is acceptable and possible for everyone in the group.
 - How to indicate that one is uncomfortable in a particular situation.

PRINCIPLE 3

We do not tolerate any abuse of power.

Concrete

- Staff members do not abuse this power differential, close personal collaborations or the trust students place in them; abuse of power will not be tolerated.



How?

- If an intimate relationship occurs within a hierarchical situation or within the same teaching situation (e.g., someone teaching and evaluating a student as a teacher), the staff member and the student must be aware of all the vulnerabilities involved. In any case, this relationship is **ALWAYS** reported to the head of programme and the head of departement.

NOTE: this also applies to relationships between members of staff.

PRINCIPLE 4

We believe in "consent": actively asking for permission.

Concrete

- Touching
- Filming/photographing: why? purpose? use?
- Social media: specific code

PRINCIPLE 5

We are considerate and respect each other: colleague, fellow student, teacher, employee, management. We respect everyone's dignity and individuality (origin, color, religion, gender, sexual orientation, disability, age, social background, etc.), role and position within the school.

Concrete

- We are committed to an active policy to prevent any form of discrimination based on color, ethnicity, religion, origin, gender, class, age, sexuality, physical or mental health
- You stand up for victims of transgressive behavior, in word and deed (including as witnesses).
Everyone who is part of KCA's learning community is co-responsible for the manners within KCA, not just the person who happens to experience something.

PRINCIPLE 5

We are considerate and respect each other: colleague, fellow student, teacher, employee, management. We respect everyone's dignity and individuality (origin, color, religion, gender, sexual orientation, disability, age, social background, etc.), role and position within the school.

How?

- If as a student or staff member you witness or know of transgressive behavior you do not look away, but try to stop this behavior and/or report it.
- Students and faculty are careful to communicate with each other. They respond to what is discussed in classes and meetings and follow up communication via mail (AP mail only). It is not desirable to mix private and professional communications as this damages the safe learning environment and violates Privacy Laws (GPDR)
- Everyone respects the privacy of others. Every employee and student has a duty of discretion. Sensitive and/or private information will not be shared when not necessary.

PRINCIPLE 6

Netiquette! The same rules apply online as for other communications.

Concrete

- Think before you post and be aware of everyone's privacy....

Hotline GOG AP

Contact

FOR WHOM?

- Students
- Staff
- Alumni of AP

CONTACT

via the general mailbox: **meldpuntgog@ap.be**

via the personal e-mail addresses:

lene.beelen@ap.be or **joke.leenknecht@ap.be**

via the general number of STUVO: **03 220 59 00**

Hotline GOG AP

Who?

Joke Leenknecht and **Lene Beelen**, professional counselors at the Student Center, treat every question or report with discretion.

They are there for all students, staff, third parties and alumni who wish to seek **advice** or **report** situations of unwanted transgressive behavior involving AP students and/or AP staff.

Your report will be handled with great care. Joke and Lene have professional confidentiality

Hotline GOGG AP

Report

Reporting to Joke or Lene → Joke or Lene will be in touch as soon as possible → Initial, confidential discussion in private; the reporter may bring a confidant with him/her → Mediation

Hotline = informal treatment
CRISIS = other actions
COMPLAINT ≤ MEDIATION

(Possible) further steps or referrals are explained

Hotline GOG AP Operation

When Joke and Lene invite you for an interview, they **listen** to your story and help you to clarify your question. They inform and advise you about possible further steps and guide you in this. Important: reporter must feel safe.

You decide which steps to take. The action remains with the reporter. Procedures are very dependent on reports.

Every report is **taken seriously**; people have an experience and want to discuss it; it is also important for the person on the other side of the experience to be heard.

Reports are about **experiences** of discrimination, harassment,.... Hotline does **not judge** whether it is justified.

Operation

Boundary between **penal**/not penal?

If punishable: people often take step to police; hotline then takes steps aside.

Privacy and safety of **all** parties are considered.

Anonymous treatment is possible. When a reporter brings their story to the GOG hotline, they can ask to remain anonymous in the follow-up steps. In this case, neither the reporting nor the registration is done anonymously, but anonymity can be guaranteed outside the GJU Hotline. The reporter can change the choice of anonymity along the way.

We sometimes find that reporters do not respond after they have made a report and Joke and Lene have contacted them. In that case the report is registered, but nothing further can be done with it. This also applies to anonymous reports.

Hotline GOG AP

Registration

Joke and Lene register every question or report that comes to the GOG Hotline (both anonymous and non-anonymous reports). This is done **confidentially but not automatically anonymously**, unless you ask for it as reporter. There are sometimes advantages to registering non-anonymously: for example, more can be done with multiple reports, over time, regarding one person, than if this registration is done anonymously. Only Joke and Lene have access to the registration document.

For KCA, AP and the policy on transgressive behavior, it is important that this registration is done, so that an appropriate response can be made.

Overall figures (per nature of incident/per department) are discussed in the commission Transgressive Behaviour (Gert Christens, Leen Verbist, Wim Lambrechts).

No representation of Student Council; is being examined. No automatic feedback to departements; only AP-wide monitoring.



More info?

Yes, we care! Page on website ap-arts about well being

<https://ap-arts.be/wellbeing>

Intranet

Students: <https://student.ap.be/grensoverschrijdend-gedrag>

Employees: <https://intranet.ap.be/meldpunt-grensoverschrijdend-gedrag>

Where else to turn to?

01

CRISIS SITUATON

Police 112

ZSG (Zorgcentrum na seksueel geweld)

+32 3 436 80 50

<https://www.uza.be/zorgcentrum-na-seksueel-geweld-antwerpen>

02

GENERAL/internal

- RCA/students/ student counsellor Petra Van Geel;
petra.vangeel@ap.be
- RCA/students/ ombuds Anse Van Remoortere;
anse.vanremoortere@ap.be
- RCA/staff/ internal confidants

Annelies Geeraerts; **annelies.geeraerts@ap.be**

Nicole Coeckelberghs; **nicole.coeckelberghs@ap.be**

Sharon Schoeters; **sharon.schoeters@ap.be**

Tom Verwimp; **tom.verwimp@ap.be**

- RCA/staff/ internal confidants IDEWE: Carlien Michiels
Carlien.Michiels@idewe.be & Leen Meynen
Leen.Meynen@idewe.be

Where else to turn to?

03

Engagement: artist movement addressing sexual transgression, sexism and abuse of power in the Belgian art world;

contact@engagementarts.be

<https://www.engagementarts.be/nl/>

04

Gender Room of the Flemish Human Rights Institute;

vmri@vlaanderen.be

<https://www.vlaamsmensenrechteninstituut.be/>

05

1712: for anyone who experiences or witnesses violence or if you wonder if your behavior is okay

06

106: Tele-access, anonymous helpline

Where else to turn to?

07

Institute for Gender Equality:
protects and promotes gender equality;
gelijkheid.manvrouw@igvm.belgie.be
<https://igvm-iefh.belgium.be/nl>

08

Unia fights discrimination and promotes equal opportunity;
0800 12 800
<https://www.unia.be/nl>

09

Center for General Welfare: helps people with questions
or problems related to welfare;
0800 13 500
<https://www.caw.be>
