

TERMS OF ENGAGEMENT FOR CASUAL WORKERS AND VISITING ARTISTS

2025/2026

Described at its foundation as an institution whose doors were to be 'thrown open to the whole world', the Royal College of Music is a supportive international community which aims to ensure that everyone is treated with respect and dignity, and that no student, member of staff or visitor is subjected to direct or indirect discrimination.

This document provides key information about our expectations of visiting artists and teachers. Please read it carefully before commencing your work at the College and let us know if you have any questions. Welcome to our creative community and thank you for upholding our values.

Wellbeing and Safety

We expect staff and students to treat each other with dignity and respect. We have zero-tolerance for incidents of sexual misconduct, harassment, sexual or domestic violence, discrimination, hate incidents, or bullying – these are never okay. Visiting artists and teachers are expected to demonstrate exemplary standards of professionalism.

Constructive Feedback

While the RCM promotes professional standards in its learning and teaching, please remember that our students are developing musicians. We have a duty of care to them as learners, and we ask that your feedback is always constructive and supportive.

Inclusive Communication

Please be mindful of the diverse cultural backgrounds and learning styles of RCM students in your communications and interactions. Where you will be working with disabled students, we will provide advice in advance regarding any reasonable adjustments.

Physical Contact in Teaching

Our [Physical Contact in Teaching](#) policy sets out the College's protocols for physical contact in teaching as well as physical intimacy in performance or rehearsal. These guidelines are designed to ensure such interactions are safe, consensual, and effective for learning. Please make sure you are familiar with this policy.

Professional Boundaries

Please maintain professional boundaries in all relationships with RCM students, not just those you work with directly. Staff must be mindful of the potential for actual or perceived imbalances of power or authority, and the risk of accusations of bias or exploitation. More information is available in our [Personal Relationships Policy](#).

Freedom of Speech and Respectful Debate

The Royal College of Music supports freedom of speech and expression within the law. While staff and students may contest ideas with which they disagree, they may not obstruct their expression. All discussions, particularly those in classes and rehearsals, should remain open, inclusive, respectful, and appropriate.

Content Notes

If your class or rehearsal will reference sexually explicit, racist, or violent material, please inform students in advance, and again at the start of the session.

Recording Policy

Recording of classes or rehearsals is not permitted, even for personal use, without prior approval.

Health and Safety

The College requires staff and students to take reasonable care of their own health and safety, as well as that of others. Any defects in the physical environment or management arrangements must be reported promptly.

Reporting Concerns

Please report any concerns or incidents involving students as soon as possible to the RCM staff member overseeing your work or call RCM Facilities on 020 7591 4315 if you require immediate assistance.

You can also report concerns anonymously, or with your contact details, via the College's [Report + Support](#) platform.

WRITTEN STATEMENT OF PARTICULARS: CASUAL WORKERS

The following document constitutes a written statement of employment particulars applicable to 'casual workers' engaged by the RCM and paid through the RCM payroll and must be provided to those assessed as 'workers' at the Royal College of Music on or before the first day work is undertaken

Confirmation of the right to work in the UK

This offer of work is subject to the provision of original documentation to establish your right to work and remain in the UK, which the RCM requires in order to comply with its duties under the Immigration, Asylum and Nationality Act 2006.

It will remain your responsibility to ensure that you are able to produce such documentation as and when requested from you.

Type of work

You will provide your services in one or more agreed roles as and when required for a temporary period.

You will not be an employee of the Royal College of Music and at no time will there be any mutuality of obligation between you and the RCM. You may be offered work by the RCM at its discretion, but there will be no obligation on the RCM to offer work (other than as outlined in this document) or for you to accept it on any particular occasion.

As regards the performance of your services, you will:

be responsible to the person who engaged you to work or as otherwise specified;

at all times conform to health & safety rules and procedures and other relevant RCM rules, regulations and codes of practice as they apply to you as a worker providing services to the RCM.

Duration of engagement

You will provide your services for the duration of the current academic year in the first instance. Thereafter the need for engagements will be reviewed and renewed on an annual basis in line with the RCM academic year.

If you are a registered student of the RCM your engagement will automatically end on completion of your studies however you may then be engaged as a casual worker.

Place of work

You will provide your services at such locations as may be agreed from time to time with the RCM.

Days/Hours of work

In respect of an offer of work which is made by the RCM and accepted by you, your hours will be as agreed with you on each occasion, although any hours so agreed and the days you have been asked to provide your services may be varied at our discretion.

If you have accepted an offer of work but are subsequently unable to work the hours agreed (for example, due to sickness), you should notify your supervisor or whoever has engaged you to undertake the work as soon as possible.

You will only be paid for work actually carried out and will not be entitled to any payment should you be unable to work any agreed hours due to sickness or for any other reason.

Student Visas

All workers are expected to ensure they adhere to any restriction to their right to work in the UK.

Students holding a Student Visa are reminded of their obligation to ensure they do not exceed the working hours permissible in accordance with the terms of that visa which for most students is a maximum of 20 hours per week during term-time, full-time working is permissible during vacation periods. RCM students holding such a visa will have their working hours monitored internally to ensure compliance.

Rate of Pay

You will only be paid for hours that you work. You will be paid the current rate for your role subject to deduction of income tax and National Insurance. You will be advised of the rate of pay for your role at the point of engagement by your supervisor who will also explain any variations to the standard rate. Your supervisor will submit monthly timesheets to Payroll for you to be paid monthly on the 15th of the month, or the last working day before this, you will be paid monthly in arrears.

You will receive payslips electronically sent to the email address provided on your personal details form. This email address will also be used to distribute P60s and a P45 when your engagement ends.

To access your payslip you will need to use a password unique to you. The format of your password will be; First three letters of your surname, DOB (ddmmyy), first two letters of your legal first name.

Annual Leave

You are entitled to annual leave in accordance with your statutory rights. The RCM will pay you an additional percentage of your normal hourly rate of pay as payment for your entitlement to statutory annual leave; this will ordinarily be paid at the rate of 12.07% included in the hourly rate. Some work may attract a different percentage where the rate of pay is equivalent to a rate used for employees.

Change of Circumstances

Please ensure that you inform the HR department promptly with notification of any change of circumstance e.g. a change of name or address. HR can be contacted at humanresources@rcm.ac.uk

Status and Liability

The parties agree that you are not an employee of the RCM and that nothing in this letter is intended by the parties to render you an employee of the RCM and you agree that you will not hold yourself out as such. You agree that you are not entitled to benefit from or participate in any policies, schemes or other arrangements which exist for the benefit of employees of the RCM.

Safety

When you are working, you are expected to adhere to the RCM's Health & Safety policy and procedures. A copy of the RCM Health & Safety policy is available on Muse or can be obtained from the Estates & Facilities department.

Confidentiality

It is a condition of your engagement that you must preserve the confidentiality of any personal and/or sensitive information which is made available through the course of your work, whether directly or indirectly. This applies to information about current or prospective staff or students, and applies to information about any person with whom contact is made during the course of your engagement.

Pension

Subject to the RCM's Statement of Pensions Policy and to the applicable pension scheme rules, both of which may be amended from time to time, the appropriate pension scheme for casual workers at the RCM is the National Employment Savings Trust (NEST), which meets the qualifying standards set by the government.

In order to comply with the Pensions Act 2008, the RCM has a duty to automatically enrol or re-enrol any eligible jobholder into the appropriate qualifying pension scheme. Eligible jobholders are those aged between 22 and the State Pension Age, working, or ordinarily working, in the UK and meeting the earnings threshold set by government. If you are eligible the RCM will enrol you and notify you in writing. You will have the right to opt out of the scheme, a process administered directly by the scheme.

Data Protection

You are expected to comply with the principles contained within the Data Protection Act 1998, or any subsequent legislation, and with the RCM Data Protection policy. The RCM will collect, process and store personal information/data manually and on computers in order to exercise its rights or obligations which are conferred or imposed by law.

Relevant RCM Policies

Your attention is drawn to the RCM policies relevant to your engagement available on Muse or from the Human Resources department.

Ending the Arrangement

As the RCM is under no obligation to offer you work and as you are under no obligation to accept work offered to you, the parties may end the arrangement at any time without notice.

However, as a matter of courtesy, the RCM will try where possible to inform you should it no longer wish to offer you work and you are asked, albeit not obliged, to inform your supervisor should you no longer wish to accept work from the RCM.

Human Resources
August 2025