

RADA

Royal Academy of Dramatic Art

Student Code of Conduct

What is the Student Code of Conduct?

1. The Student Code of Conduct sets out the standards of behaviour that the RADA expects of you and the action that will be taken should your behaviour fall below these standards. The Code forms part of the Respect at RADA Framework, a set of policies and guidelines designed to create a safe, inclusive and healthy environment within the Academy.
2. RADA has a [zero tolerance](#) approach to discrimination, harassment and bullying. Appendix 1 describes the actions which are considered to be unacceptable behaviour, with examples of the types of penalties that may be imposed as a result of a breach.
3. In accepting a place at RADA all students agree to comply with the our regulations, policies and procedures which include the Student Code of Conduct, and you should familiarise yourself fully with these documents.

How do we expect you to behave?

4. Treat people with courtesy, kindness and consideration. Remember that even if you do not intend to cause offence, you might do so if you are not mindful of how you speak or behave to other people. What is 'banter' to you might be sexual harassment to someone else.
5. Familiarise yourself with the Student Handbook, the Academic Regulations and Policies or any other rules and handbooks that relate to your particular course. Remember that even if you don't read them, they will still apply to you.
6. Turn up on time and follow RADA's protocols if you are likely to be late or you are unwell. We are strict but not unreasonable and these rules exist for the effective running of RADA and so that you establish good habits around timekeeping which will serve you well in your future profession. Remember, punctuality and reliability are vital in set call times and rehearsals.
7. Follow the health and safety guidelines. Theatres, studios and workshops are full of equipment which can be dangerous. Choreographed scenes (for example, fights) can go astray if proper guidance is not followed.
8. Be respectful of RADA property and that of fellow students and staff. This also means following guidelines about use of lifts and staircases and other communal areas to maintain the Academy in good working order for everyone. Remember that RADA has

public access during production runs.

9. Only eat, drink or smoke in the designated areas. You will be working with fragile costumes, props and equipment which could be ruined by your cigarette, food or drink. Again, you are being inducted into industry practices so be mindful of them.
10. Manage your own behaviour. We all get angry or frustrated, but don't take this out on other people or block RADA's rightful activities. Abuse, whether verbal or physical is a serious offence and will be treated accordingly. There are official procedures for handling legitimate grievances, complaints etc – they are there to help you, so use them if you genuinely feel you need to.
11. Be professional in your work at RADA. Your professional practice is part of how you are assessed in your work, or will contribute to a reference if your course is not assessed. If you are unprofessional, it will affect your performance, your marks and ultimately your own reputation.
12. Look at the list of misconduct behaviours below which could result in your behaviour being investigated under the Student Non-academic Misconduct Policy. This is not an exhaustive list but gives some indication of what behaviour is unacceptable and the sanctions that can apply. We may consider allegations of student misconduct under another procedure, such as Support for Study where appropriate.

Personal conduct relating to students

13. The Deputy Registrar (Academic Services) must be informed of a name change for Equity and Spotlight registration.
14. Gambling is not permitted on RADA premises.
15. You must comply with the Attendance Policy and expectations about professional behaviour outlined in the Student Handbook and relevant Course Document.
16. Sexual relationships and close personal friendships between staff (including visiting staff) and students may compromise the objectivity of the training and assessment process and are not permitted. See [staff and student relationship policy](#)

Health and Safety

17. You must acquaint yourself with RADA's full Health & Safety procedures (and listen when these are explained by staff).
18. RADA expects that everyone, students and staff, will maintain a safe environment for themselves and others by following working practices and, where needed, wearing appropriate protective clothing that meets health and safety regulations.
19. All accidents or injuries must be recorded in one of the accident books held at the reception desks at both sites.

20. You must sign in on arrival. This is used both to monitor attendance and also to check who is potentially on site in the case of an emergency.
21. Do not disable smoke detectors, including in a class, or interfere with fire extinguishers outside of proper use. They are there for a reason.
22. Do not use the emergency exit doors in the Gower Street or Chenies Street building unless it is an emergency, or unless you have been given specific permission to use these routes, for example for access reasons.
23. Keep corridors, stairways and spaces clear of bags and personal items (and especially food). This maintains a safe and hygienic environment for everyone.
24. Observe all social distancing and sanitising protocols that may be in place at any time.

Eating and drinking

25. The Academy has provided designated areas where students may consume their own food and drink and this is not permitted elsewhere in the Academy. The designated areas are:
 26. Gower Street: the link area on the ground floor and the Student Green room.
 27. Chenies Street: The refectory.
28. Please do not use the foyer areas to consume food, or eat and drink on the steps of building. These should be kept clear for access and they are public areas of the buildings. Also, obstructing stairways can compromise safety
29. Only food or alcohol purchased at the RADA Bar may be consumed there. Alcoholic drinks purchased in the RADA Bar must not be consumed elsewhere. This is because the bar is a licensed premises and must comply with licensing regulations.
30. Consumption of alcohol or being under the influence of alcohol is not permitted during the teaching day, including when this extends into the evening (please see the Drugs and Alcohol Policy in the Student Handbook for further information).
31. Eating and drinking in any of the teaching rooms, rehearsal studios, theatres, or technical workshops is not permitted without the specific permission of the tutor/director.
32. Do not eat or drink in any RADA costumes. This is industry practice and also protects the costumes.

Smoking

33. RADA is a no-smoking building. There are designated smoking areas outside the buildings. These are:
On Malet Street

In the Chenies Street car park area

34. Actors must not smoke whilst in costume,

Use of buildings, rooms and property

35. You may only use RADA buildings and property in timetabled hours.

36. Respect the room booking system and do not use a room booked by someone else, or that you have not booked through our systems. Please vacate a room booked by another party quickly and politely when that party arrives for their booking.

37. There is no access to Chenies Street roof, including through the window outside the Refectory. If you do go out of this window you will be suspended with immediate effect.

38. Respect our property and please do not misuse, break or deface any of RADA's buildings or property.

39. We restrict the use of lifts by students to maintain these in good working order. If you require dispensation because of an impairment (whether long or short-term), you can be given a lift pass/permission to use the lifts. Otherwise, use the stairs, it is good for your health and the environment!

40. All spillages or breakages in teaching studios or theatres should be reported to the receptionist immediately at the end of the class.

41. Students' personal property should be kept in their lockers and should be kept to a minimum. No bags, musical instruments, etc., should be left in the foyers of Gower or Chenies Street.

42. Students should put any valuables in the lockers in the dressing rooms during a performance rather than leaving out in the dressing room.

43. All lost property should be handed to Reception with details of when and where it was found. The Academy accepts no financial responsibility for the loss or theft of personal items. Students are advised to take personal insurance to cover valuable items.

Use of the library

44. The library is a quiet space for study and the need for silence should be respected at all times.

45. Mobiles must be turned off and laptops/tablets put in silent mode.

46. All library items, Books, CD's , DVD's can only be borrowed by checking them out through the issue desk. Removing them without checking them out is theft.

47. You should return/renew your books usually within four weeks (check library guidance) and failure to do so will result in a daily fine.
48. Make sure you return books when the library is open and don't just leave them outside the library. If a book goes missing, you will be charged for its replacement.
49. No food or drink is allowed in the library.

Computing, media and technology

50. Misuse of RADA computer facilities such as the downloading of copyrighted or illegal material, or accessing any material which might be regarded as sexually explicit or offensive or breach RADA's equal opportunities policy, is a disciplinary offence.
51. Using the RADA system to send e-mails that might be construed as libellous, harassing or insulting, including those incorporating sexually explicit or otherwise offensive images, is a disciplinary offence.
52. Accessing another individual's email or other private computer files is a breach of data protection and is a disciplinary offence.
53. Photographing or videoing of classes (whether on a camera, phone or other electronic device) or the publicising any photographs/videos of RADA staff, students, or premises is not permitted, unless express consent is received from a senior member of staff.
54. Students must adhere to the Acceptable Use Policy for IT Systems (Staff and Students)

Misconduct: Types of offences, behaviours and sanctions

This is a description of types of behaviour which might be unacceptable in a student's general behaviour. Given the nature of RADA's courses, it is possible that some behaviours (for example, kissing or pushing) might be a part of training within an acting exercise or class (including voice, movement and associated disciplines), but the general principle of consent remains. Within a performance context a student is usually considered to be consenting to behaviour that might be otherwise unacceptable outside the class. Should any complaint or disciplinary action be brought, the context, as in all cases, may be relevant to determining whether misconduct has taken place.

NB: Some of the behaviours listed below constitute criminal acts and may be subject to police action outside of the RADA process.

Type of offence	Examples of unacceptable behaviour	Examples of sanctions note these are all possible sanctions, they do not necessarily relate to the action on the same line in the 'Examples of unacceptable behaviour' box.
Physical misconduct	Pushing Pulling Hair Punching Kicking Slapping Shoving	Written apology Formal warning Conditions set to continue as a RADA student Suspension Expulsion
Sexual misconduct	Repeatedly following another person without good reason Making unwanted remarks or demands of a sexual nature Sexual intercourse or engaging in a sexual act without consent Attempting to engage in sexual intercourse or a sexual act without consent Sharing private sexual materials of another person without consent Sending unsolicited material of a sexual nature, eg pornography including text or photographs, to another person Kissing without consent Touching, including through clothes, without consent Inappropriately showing sexual organs to another person	Written apology Conditions set to continue as a RADA student Formal warning Suspension Expulsion
Antisocial behaviour	threatening, harassing or unruly behaviour such as drunkenness and loitering RADA spaces Drug use – and the mess and disruption that can go with it vandalism, graffiti, fly-tipping and littering	Written apology Conditions set to continue as a RADA student Formal warning Suspension Expulsion
Offensive or Abusive Behaviour including on social media	Threats to hurt another person Abusive comments relating to an individual's protected characteristics (e.g. age, gender, race - see below for full list)	Written apology Conditions set to continue as a RADA student Formal warning

	<p>Acting in an intimidating and hostile manner, physically or verbally, or via electronic communication</p> <p>Repeatedly following another person without good reason</p> <p>Use of inappropriate language</p> <p>Repeatedly contacting another person (by telephone, email, text, on social media, or through a third party) against the wishes of the other person</p> <p>Distributing or publishing a poster, notice, sign or any other matter, which is offensive, intimidating, threatening, indecent or illegal</p> <p>Taking a photograph of a student or RADA employee, or a visitor to RADA, and distributing or publishing this image without permission</p> <p>Distributing or publishing an existing photograph of a student or RADA employee, or a visitor to RADA, without permission</p>	<p>Suspension</p> <p>Expulsion</p>
Damage to property	<p>Causing damage to RADA property, or the property of RADA students, employees or visitors to RADA.</p>	<p>Written apology</p> <p>Compensation for damage caused</p> <p>Conditions set to continue as a RADA student</p> <p>Formal warning</p> <p>Suspension</p> <p>Expulsion</p>
Unauthorised taking or use of property	<p>Misuse of RADA's property (for example computers, props or costumes)</p> <p>Unauthorised entry onto or unauthorised use of RADA's property</p> <p>Taking property belonging to another person without permission</p>	<p>Written apology</p> <p>Compensation for damage caused/replacement of property</p> <p>Conditions set to continue as a RADA student</p> <p>Formal warning</p> <p>Suspension</p> <p>Expulsion</p>
Causing a health and safety concern Compromising the safety or wellbeing of members of the RADA community	<p>Act/omission that did cause, or could have caused a health and safety concern on RADA premises or during RADA activities (for example, smoking cigarettes in non-designated areas).</p> <p>Act/omission that did cause, or could have caused, serious harm on RADA premises or during RADA activities (for example, disabling fire extinguishers or smoke detectors, failing to follow appropriate H&S procedures within the theatre, or possessing/supplying controlled drugs).</p>	<p>Written apology</p> <p>Compensation for damage caused</p> <p>Conditions set to continue as a RADA student</p> <p>Formal warning</p> <p>Suspension</p> <p>Expulsion</p>
Operational obstruction	<p>Improper interference with the activities of RADA (including academic, artistic, administrative and social) on RADA premises or elsewhere</p> <p>Improper interference with the functions, duties or activities of any student or employee of RADA or visitor to RADA.</p> <p>Act/omission/statement intended to deceive RADA</p> <p>Disruption of the activities of RADA (including academic, artistic, administrative and social) on RADA premises or elsewhere</p> <p>Disruption of the functions, duties or activities of any student or employee of RADA or visitor to RADA.</p>	<p>Written apology</p> <p>Compensation for damage caused</p> <p>Fine</p> <p>Conditions set to continue as a RADA student</p> <p>Formal warning</p> <p>Suspension</p> <p>Expulsion</p>

Reputational damage	Behaviour that did damage, or could have damaged, the reputation of RADA	Written apology Fine Conditions set to continue as a RADA student Formal warning Suspension Expulsion
Breaching the IT acceptable Use policy	Harm caused by the misuse of the IT systems and RADA's data. Misuse includes both deliberate and inadvertent actions. attempt to perform any unauthorised changes to IT systems or information; attempt to access data that they are not authorised to access or use give or transfer RADA data or software to any other person or organisation outside of RADA without the authority of a member of senior management and/or the IT department. use the internet, social media or email for the purposes of harassment or abuse; use the internet, social media or email to promote or encourage extremism or radicalisation (in accordance with the Prevent duty);	Written apology Conditions set to continue as a RADA student Formal warning Suspension Expulsion
Behaving in a manner deemed to be unacceptable under the sexual misconduct, bullying and Harassment Policy	Unacceptable Behaviour Harassment, sexual and non-sexual Bullying Victimisation	Written apology Fine Conditions set to continue as a RADA student Formal warning Suspension Expulsion
Other Behaviour that might constitute a criminal offence	Behaviour which constitutes a criminal offence, committed whilst on RADA premises Behaviour which constitutes a criminal offence, committed whilst engaged in RADA activities, including those not taking place on RADA premises. Behaviour which constitutes a criminal offence, which affects the functions, duties or activities of any student or employee of RADA, or any visitor to RADA. Behaviour which constitutes a criminal offence, which damages the reputation of RADA Behaviour which constitutes a criminal offence, which itself constitutes misconduct within the terms of this guidance document. Behaviour which is an offence of dishonesty, where the student holds an office of responsibility within RADA Failure to disclose a breach of the law/criminal conviction.	Formal warning Conditions set to continue as a RADA student Suspension Expulsion
Regulatory/procedural breach	Behaviour which has breached another RADA (or, as applicable, King's College London) Regulation, Procedure or Policy (for example IT acceptable use policy) Failure to comply with a previously-imposed penalty (other than non-payment of a fine)	Written apology Compensation for damage caused Fine Conditions set to continue as a RADA student Formal warning Suspension

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In the context of this Code of Conduct, please note that all the unacceptable behaviours set out in the table above are equally applicable to student-student and student-staff interactions.

What are ‘Protected Characteristics’?

This is the terminology used in the Equality Act 2010 to describe certain attributes of people and we should not discriminate because of these characteristics. There are nine (listed in alphabetical order):

- Age
- Disability
- Gender reassignment and non-binary gender identification
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

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