

RADA Academic Regulations and Policies 2017-18

Appendix 1: Student Code of Conduct

There are some basic rules and expectations that RADA expects its students to adhere to during their time at RADA. Some of these are common sense, some will apply to any educational establishment or workplace, while others are more specific to RADA. Please take some time to familiarise yourself with these. We expect students to behave in a way which contributes positively to the atmosphere of the academy, fosters good working relationships with other students and staff, and meets professional standards expected in the workplace. The Student Code of Conduct is designed to make these expectations clear in relation to different areas.

The code applies whether a student is on RADA premises or elsewhere, such as a work placement or tour. If a student behaves in a way that contravenes this code then this constitutes misconduct. It is RADA's policy to deal with minor offences of misconduct in an informal way, but it should be noted that a deliberate, repeated or serious case of misconduct may be dealt with under the terms of RADA's disciplinary policy, which in the most serious cases can lead to suspension or withdrawal from the course.

Adherence to this Code is part of the Terms and Conditions of being a RADA student.

Personal conduct relating to staff and students

- 1 Students should maintain the highest standards of professional conduct in dealing with other students and staff both inside and outside the classroom. This applies to verbal, written and electronic communication.
- 2 Students must not disrupt the teaching, learning, assessment or other academic, administrative or social activities of RADA staff, students or visitors.
- 3 If a tutor or project leader judges a student's behaviour to be unacceptable, they may immediately exclude that student from the class or rehearsal and the Course Director/Course Leader will be informed.
- 4 Students must comply with the expectations of the Academic Regulations and policies, Attendance Policy and this Student Code of Conduct.
- 5 Students must comply with any penalties imposed under the Disciplinary policy. Failure to do so may lead to further disciplinary action.
- 6 Students must not engage in violent, indecent, disorderly, threatening or offensive behaviour or language whilst on RADA premises or engaged in any RADA-related activity.
- 7 Students must not engage in any behaviour which is likely to cause loss, damage or harm to RADA, its staff or students.
- 8 The Academy is opposed to discrimination and discriminatory attitudes. A student must have consideration and respect for everyone in the Academy, regardless of ethnicity, religion, gender, sexual orientation, age, marital status and social background.
- 9 The Academy is opposed to harassment in all its forms. Harassment can include bullying, insulting comments, offensive behaviour, jokes, threats, and giving people unwanted attention.
- 10 The taking of or dealing in 'recreational' or illegal drugs and substances is forbidden on RADA premises, as is being under the influence of non-prescribed drugs.
- 11 Sexual relationships between staff (including visiting staff) and students may compromise the objectivity of the training and assessment process and are not permitted.
- 12 The Director of RADA must be informed of a name change for Equity registration

Conduct relating to RADA as an institution

- 13 A criminal offence may be dealt with under the disciplinary policy where that conduct:
 - took place on RADA premises, or
 - affected or concerned other members of the RADA community, or
 - damages the good name of RADA, or
 - itself constitutes misconduct within the terms of the Disciplinary Policy, or

- is an offence of dishonesty, where the student holds an office of responsibility at RADA such as a student representative.
- 14 No actions should be taken that may bring RADA into disrepute. This includes inappropriate use of social media which is detrimental to any RADA students, staff or to the good name of the Academy.
- 15 Fraud, deceit, deception or dishonesty, including the misappropriation of funds or assets belonging to RADA, relating to RADA training, staff or other students is unacceptable.
- 16 Gambling is not permitted on RADA premises.

Attendance and Punctuality

- 17 Students must comply with the Attendance policy.
- 18 Consistent attendance and punctuality are expected of all students as part of their commitment to professional standards.
- 19 Students are expected to arrive before the actual start time and to be warmed-up and ready for all classes, rehearsals, and production calls.
- 20 If a student is late, they let down not only themselves, but also interrupt the work of the rest of the group. Students who are late for class may be excluded from participation for the remainder of the session or day.
- 21 If a student is ill and unable to attend RADA they must inform reception as soon as possible on the same day. RADA encourages students to be sensible when deciding if they are too ill to come in, but requires that this absence is reported to reception.
- 22 If a student becomes unwell during the day they may use the rest room in Chenies Street only with the prior permission of a designated senior member of staff.
- 23 If a student becomes unwell during the day and needs to leave RADA they should obtain permission from the course leader/director, Registry Manager or Director of Student & Academic Services.
- 24 Absence of more than 3 days must be supported by written confirmation (this can include self-certification); and given to Student & Academic Services.
- 25 If a student is ill and unable to attend on a day when an assessment is due to take place they should apply for Mitigating Circumstances. Not submitting a mitigating circumstances claim may result in failing that part of the assessment.
- 26 Absence from class or rehearsal - for any reason - is not permitted without prior permission from a designated senior staff member. Teaching staff and project leaders may not give a student permission to leave the Academy.
- 27 All late arrivals and absences are recorded. Deliberate or repeated lateness or absence may be dealt with under the terms of the Disciplinary Policy, or, where there may be circumstances affecting the student's ability to effectively pursue their training, the Fitness to Train Policy.
- 28 Students may be absent for medical appointments and should complete a consent form for the appointment, where possible in advance of the appointment slot.

Health and Safety

- 29 Students should acquaint themselves with RADA's full Health & Safety procedures.
- 30 RADA expects that all students 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.
- 31 Students must avoid any action likely to cause injury or impair safety on RADA premises.
- 32 All accidents or injuries must be recorded in one of the accident books held at the reception desks at both sites.
- 33 All students must sign in on arrival and sign out when leaving in the attendance book at reception. Students are not permitted to sign in another student who is not on the premises. This record is a key feature of the emergency evacuation procedure, and must be an accurate reflection of who is on the premises.

- 34 Smoke detectors must never be disabled during a class or rehearsal.
- 35 The emergency exit doors in the Gower Street or Chenies Street building must not be used outside of an emergency.
- 36 Bags, costumes, props or furniture must not be left in corridors. These are emergency exits and must be kept clear at all times.

Use of buildings, rooms and property

- 37 Students must not damage, deface or misappropriate RADA property or the property of other students, staff or visitors.
- 38 Students should not use RADA rooms or property outside of timetabled hours or when a room has been pre-booked by someone else.
- 39 It is not permitted to access the roof of the Chenies Street building through the refectory.
- 40 Lifts are for the use of staff and visitors and may only be used by students when moving props or equipment. If a student has an injury that prevents them using the stairs they should ensure that they have obtained permission from a senior member of staff before using the lift. If a student has a disability that prevents them using the stairs then this does not apply.
- 41 The toilets in the RADA Bar are reserved for use by staff, visitors and bar patrons during the daytime. Students may use them after 6pm.
- 42 All spillages or breakages in teaching studios or theatres should be reported to the receptionist immediately at the end of the class.
- 43 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. In exceptional circumstances, permission may be given by the receptionist on duty as a temporary arrangement.
- 44 Students should hand valuables to the Stage Manager for safekeeping during a performance rather than leave them in the dressing room.
- 45 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 cover valuable items.

Use of the library

- 46 The library is a quiet space for study and the need for silence should be respected at all times.
- 47 Mobiles must be turned off and laptops/tablets should be put in silent mode.
- 48 Books may not be removed without checking them out through the issue desk.
- 49 Books should be returned or renewed within four weeks. Failure to do this will result in a fine charged at a daily rate. The current rate can be found on the library website or by asking at the issue desk.
- 50 It is the borrower's responsibility to ensure that books are safely returned. Books should be returned to the library during opening hours, or left with the receptionist at Gower or Chenies Street reception if the library is closed. If any item has been lost or damaged beyond repair, the replacement value will be charged or £10, whichever is the greater.
- 51 No food or drink is allowed in the library.

Computing, media and technology

- 52 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.
- 53 Sending e-mails that might be construed as libellous, harassing or insulting using RADA's system is a disciplinary offence.
- 54 Accessing another individual's email is a breach of data protection and may be a disciplinary offence.

- 55 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.

Eating and drinking

- 56 The Academy has provided two designated areas where students may consume their own food and drink and this is not permitted elsewhere in the Academy. The designated areas are:
- Gower Street: the link area on the ground floor and the Student Green room.
 - Chenies Street: the Student Common Room and the far end of the refectory.
- 57 Students may not eat and drink in the Chenies Street foyer or the steps of the Gower and Chenies Street buildings. This is because these are public areas and free access is required at all times.
- 58 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.
- 59 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 for further information).
- 60 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.
- 61 Eating and drinking in any costume provided by the RADA Wardrobe department is not permitted.

Smoking

- 62 RADA is a no smoking building, and all staff, students and visiting professionals are expected to abide by this.
- 63 It is not permitted to smoke on the steps of the Gower Street or Chenies Street buildings. In addition students must not smoke on the steps of College Hall or Birkbeck on Malet Street, as this obstructs emergency exits from these buildings.
- 64 The only designated smoking areas are:
- On Malet Street
 - In the Chenies Street car park area
- 65 Students are requested to use the cigarette butt receptacles located at both designated areas and to avoid smoking in the Malet Street entrance between 6.30pm – 7.30pm on performance nights.
- 66 Actors must not smoke whilst in costume, except with the permission of the Head of Costume.

Policy created	May 2015
Version approval and date	Academic Board March 2016 for 2016/17 academic year.