

## **RADA Academic Regulations and Policies 2017-18**

### **Appendix 4: RADA Disciplinary Policy and Procedures**

#### **What is the Disciplinary Policy?**

The disciplinary policy is intended to cover instances of student misconduct. Misconduct is defined as cases where a student **deliberately and/or repeatedly**:

- a. Behaves in a way that that disrupts the work of RADA students, staff or visitors.
- b. Behaves in a way that is insulting or threatening to students, staff or visitors.
- c. Behaves in a way causes physical danger or injury to others.
- d. Behaves in a way that damages RADA's reputation.
- e. Breaches RADA's Academic Regulations, Student Code of Conduct, Health and Safety Policy or any other rules, regulations or policies.

The disciplinary policy applies whether on RADA premises or engaged elsewhere on RADA business such a tour or industry placement.

Not every instance of misconduct will result in formal disciplinary action. The use of disciplinary action is not necessarily because a rule has been deliberately broken. It may be that a genuine mistake has been made and a warning is a way of reminding those involved. The Disciplinary Policy is designed to ensure that students accept responsibility for their actions and resolve minor problems before they become serious. For minor offences it may be enough to remind the student informally that the behaviour is in breach of the disciplinary policy. However for more serious, deliberate and/or repeated offences a more formal approach will be applied and in serious cases can result in a student being suspended or withdrawn from the course.

The Disciplinary Policy should be distinguished from the Fitness to Train Policy. In this case although the student may behave in a way that would usually constitute misconduct, staff or the student may identify mitigating factors that account for the student's behaviour and which may need to be resolved to enable the student to continue their training. If at any stage it is established that the student has circumstances affecting their conduct that would be more effectively dealt with under the Fitness to Train policy then disciplinary action should be terminated.

#### **When should the Disciplinary Policy applied?**

The following examples constitute misconduct and may be dealt with under the terms of the Disciplinary Policy. For ease of reference they have been broken down into different categories.

Personal conduct relating to staff and students:

- 1 Behaviour that prevents or disrupts teaching, learning, assessment or other academic, administrative or social activities of RADA staff, students or visitors.
- 2 Behaviour which does not meet the professional standards expected of students at RADA.
- 3 Behaviour that puts the student in breach of the Academic Regulations, Student Code of Conduct, Attendance Policy, Health and Safety Policy or other rules, regulations and policies.
- 4 Failure to comply with a penalty previously imposed under the Disciplinary Regulations or

Student Code of Conduct.

- 5 Conduct likely to cause loss, damage or harm to RADA, its staff or students.
- 6 Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on RADA premises or engaged in any RADA activity.
- 7 Behaviour which breaches the Academy's commitment to equality and diversity.
- 8 Conduct which constitutes a criminal offence, 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.

### **What happens when the Disciplinary Policy is applied?**

Action should be taken when a member of staff notices a student behaving in a way that constitutes misconduct, or when a number of complaints are received from other students that indicate a student may be in breach of the disciplinary policy. The Course Director should usually be informed of the problem. There are four stages to the process.

**Informal warning:** It is anticipated that an informal approach will resolve many issues and this will normally be used first, especially for minor offences. The student should be spoken to informally by the tutor(s) concerned or, where appropriate, the course director and reminded that their conduct is in breach of the disciplinary policy. When this is not possible and the issue is resolved, no record will be kept in the student's file.

Where an informal approach is not effective or where the offences are serious or repeated, a warning will be issued under the formal stages of the Disciplinary Procedure below. In the case of serious breaches, excepting those that would necessitate immediate dismissal from the Academy, the Academy will reserve the right to initiate written warnings, or in severe cases, expulsion from the Academy.

A warning can only be given by a designated senior member of RADA staff and only after a disciplinary interview with the student. The student will be notified in writing of the time, date and place, and nature of the alleged unaccepted behaviour with supporting evidence. The likely consequences of failure to address the identified problems or to modify his or her behaviour will also be explained. Reasonable time will be provided to the student to allow for any preparation required for the meeting, normally a minimum of five working days for Stages 1 & 2 and a minimum of 21 working days at Stage 3. This may be reduced with the agreement of the student. Copies of any written material or the names of any witnesses to be called must be made available to the student at least 4 days before at stages 1 & 2 and at least 7 days before at Stage 3. The student has the right to be accompanied at any stage of the formal disciplinary procedure by a witness.

Any interview should be conducted in a calm, professional and rational manner. Should this not occur, either party has the right to suspend the interview until such time as the interview can be held in an appropriate manner.

#### *Stage 1: Verbal Warning*

If following a disciplinary interview a verbal warning is to be issued, the warning should be recorded for the student's file and should include the nature of the complaint and the acknowledgement of it by the student. In some cases targets for improvement should be included (eg for timekeeping, an allowed number of absences in a specified time frame) and it should be understood by the student that failure to meet these criteria will result in disciplinary action moving to the next stage. A follow up

disciplinary interview will be held within an agreed time frame to review the student's progress towards meeting the criteria set out in the verbal warning.

Examples of misconduct that may lead directly to a verbal warning include, but are not limited to:

- Failure to conform with attendance requirements
- Unacceptable behaviour in class
- Inappropriate or incorrect clothing and/or equipment for class work
- Use of facilities or rooms without appropriate permission
- Repeated smoking, eating or drinking in a non-smoking area
- A minor breach of RADA regulations and policies

### *Stage 2: Written Warning*

A written warning may be issued if it is established at the follow up interview that the targets for improvement agreed in the verbal warning have not been met and there is evidence of further misconduct. The procedure may also move directly to stage two if the original breach of regulations/policies is deemed to be substantive. The warning should be recorded for the student's file and a copy given to the student. It should include the nature of the complaint, targets for improvement, and clearly state that if these are not met a final warning may be issued, and acknowledgement of these by the student. A follow up disciplinary interview will be held within an agreed time frame to review the student's progress towards meeting the criteria set out in the written warning.

Examples of misconduct that may lead to a written warning include, but are not limited to:

- Serious misuse, damage or abuse of services, facilities and equipment belonging to RADA
- Behaviour that causes serious disruption to class work
- Intimidating or harassing behaviour
- A serious, repeated or wilful breach of RADA regulations or policies
- Failure to comply with a previous penalty imposed within the disciplinary procedures

### *Stage 3: Final Warning*

A final warning may be issued if it is established at the follow up interview that the targets for improvement agreed in the written warning have not been met and there is evidence of continued misconduct. The procedure may move directly to stage 3 if the original breach of regulations is deemed to be sufficiently serious. The final warning is the last chance that a student has before being dismissed from the Academy. This fact must be clearly stated in the warning, together with include the nature of the complaint, targets for improvement, and clearly state that if these are not met then the student may be withdrawn from their course. A breach of a final written warning may lead to dismissal. A follow up disciplinary interview will be held within an agreed time frame to review the student's progress towards meeting the criteria set out in the final warning. If these criteria have not been met this may lead to the withdrawal of the student from their course.

Examples of misconduct that may lead to a final written warning include, but are not limited to:

- Behaviour which has a direct and damaging effect on the health and safety of others
- Criminal behaviour on RADA premises
- Physically or verbally abusive or violent behaviour
- A substantive or repeated and wilful breach of RADA regulations and policies
- Failure to comply with a previous penalty imposed within the disciplinary procedures

**Consequences of the disciplinary policy:**

Cases will be reviewed on an individual basis and therefore the severity of the penalty imposed will be consistent with the gravity of the complaint. Where a lesser penalty is appropriate this may be coupled with action to ensure that all parties involved can continue working together without anxiety.

Examples of penalties agreed at any of the stages of formal warning prior to dismissal may include, but are limited to:

- Requiring the student to be on site at a specified time each day prior to the start of classes.
- Requiring the student to review and adjust their behaviour.
- Requiring the student participate fully in all classes.
- Requiring the student to apologise to the injured party.
- Requiring the student to pay compensation/or cost for damage or loss.
- Suspending the student from their training for a specified period.

For serious allegations, RADA may use King’s College London non-academic misconduct processes to investigate and consider an allegation.

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