

## RADA Academic Regulations and Policies 2017-18

### Appendix 11: Academy Director's emergency powers to suspend and exclude students

#### Purpose and circumstances

- 1 This policy outlines RADA's powers to suspend or exclude a current student and the circumstances in which this might happen. It is in accordance with Regulation 5.6
- 2 A student who is the subject of a complaint of misconduct (disciplinary), is being considered under the fitness to train policy, whom a criminal charge is pending, or who is the subject of police investigation may be suspended or excluded by the Director pending the Disciplinary Panel, the Fitness to Practice Panel or the trial.
- 3 A student who has breached their responsibilities under the RADA's policy statements on health, safety and environmental protection and/or is considered a danger to her/himself or others may be excluded or suspended by the Director.
- 4 Failure by a student to comply with an order for suspension or exclusion will constitute misconduct in accordance with Regulation 5.8.
- 5 The Director may delegate their powers under this policy to the Director of Student & Academic Services, the Director of Actor Training or the Director of Technical Training, either generally or in respect of a particular case. When the Director has delegated such powers under this Policy, a full report shall be made to the Director concerning any suspension or exclusion decision.

#### What the policy means

- 6 **Suspension** is defined as total prohibition of attendance to RADA activities and access and attendance to RADA sites; but may be subject to qualification, such as permission to attend for the purposes of assessment or for specific meetings with named staff.
- 7 **Exclusion** is defined as selective restriction or prohibition of attendance to RADA activities and access and attendance to RADA sites. This includes any memberships of committees and boards where the student may be a representative. In this instance, a deputy should attend.
- 8 Suspension will be used only where exclusion from specific activities or facilities is deemed to be inadequate by RADA.
- 9 An order of suspension or exclusion may include a requirement that the student should have no contact of any kind with a named person or persons.
- 10 Suspension or exclusion will not be used as a penalty. The power to suspend or exclude under this policy is to protect the members of the community of RADA, both generally and in particular, and the power shall be used only where the Director or the delegated member of staff stated in paragraph 5 above is of the opinion that it is urgent or necessary to take such action. Written reasoning behind such decisions shall be recorded and made available to the student.
- 11 Suspension or exclusion shall be with immediate effect unless otherwise stated. The reasoning for the suspension or exclusion shall be communicated to the student, in writing, within **five working** days; who shall also be informed in writing of their immediate right to submit written supporting evidence or appeal. Evidence or appeals must be received from the student within **seven working** days of the date of exclusion or suspension. This will then be reviewed within a

further **three working** days of receipt by the nominated staff member.

- 12 Following the decision to exclude or suspend, a student may request a review. This review will not take place until, at the earliest, **28 days** have passed from the decision. Such a review will not involve a hearing in person, but the student shall be entitled to submit written evidence. The review shall be conducted by at least two of the Director, the Director of Student & Academic Services, the Director of Actor Training and/or the Director of Technical Training. Any of these Directors may nominate another senior member of staff to take their place, but there should be one member of the senior management team of RADA involved in the review. The Director of Training involved in the review shall be someone from a different department to the student (ie the Director of Actor Training would be involved in reviews concerning technical theatre students, but not acting students and vice versa).
- 13 Following the review outlined in paragraph 12, the Director of Student & Academic Services (or nominee) and a member of staff outside the student's department shall review the suspension or exclusion every 28 days thereafter in the light of any mitigating circumstances, evidence or any such reasoning made by the student or any other party on their behalf.

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