

RADA

Royal Academy of Dramatic Art

Student Code of Conduct

What is the Student Code of Conduct?

As a student at RADA you have certain expectations of what your experience here will be like. As well as the quality of teaching and learning, those expectations will rightly extend to your broader experience of life at RADA. This depends partly on how all of us in the RADA community – students and staff – conduct ourselves. As part of the Respect at RADA Framework there are protocols for staff and students' behaviour; this Student Code of Conduct specifically covers guidance for students.

How do we expect you to behave?

- 1 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.
- 2 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.
- 3 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.
- 4 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.
- 5 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.
- 6 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, burger or juice. Again, you are being inducted into industry practices so be mindful of them.
- 7 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 must.
- 8 Look at the list of misconduct behaviours below and remember that RADA will always follow up complaints or allegations of misconduct. This is not an exhaustive list but gives some indication of what behaviour is unacceptable and the sanctions that can apply. Students on higher

education courses whose behaviour is deemed to have contravened this Code will be subject to the [Student Non-Academic Misconduct process](#) (this is distinct from the Student Academic Misconduct process, run by [King's College London](#), which specifically relates to cheating or poor practice in assessments).

- 9 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.
- 10 If in doubt, just ask!

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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 acting, 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 |
| Offensive or Abusive Behaviour | Threats to hurt another person Abusive comments relating to an individual's protected characteristics (e.g. age, gender, race - see below for full list) Acting in an intimidating and hostile manner, physically or verbally, or via electronic communication Repeatedly following another person without good reason Use of inappropriate language Repeatedly contacting another person (by telephone, email, text, on social media, or through a third party) against the wishes of the other person Distributing or publishing a poster, notice, sign or any other matter, which is offensive, intimidating, threatening, indecent or illegal | Written apology Conditions set to continue as a RADA student Formal warning Suspension Expulsion |

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| | <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> | |
| Damage to property | Causing damage to RADA property, or the property of RADA students, employees or visitors to RADA. | <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 | <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 | <p>Written apology</p> <p>Fine</p> |

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| | | Conditions set to continue as a RADA student Formal warning Suspension Expulsion |
| Committing 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 Expulsion |

Student-Staff Relationships

At RADA we pride ourselves on having a good teaching and learning relationship with our students. But we do have to ensure that relationship remains appropriate and professional. Our **Staff-Student Relationships Policy** prohibits close personal friendships and intimate/romantic/sexual relationships between staff and students. There is of course an acceptable level of casual socialising between staff and students that may take place. The onus is on staff to make sure they do not allow this to develop in an inappropriate way.

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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