

Royal Academy of Dramatic Art

Policy and procedures for student misconduct and unacceptable behaviour relating to non-academic matters

Introduction

1. This policy should be used only if an informal resolution has been unsuccessful. Informal resolution may include a meeting of all parties to address any issues
2. This document sets out RADA's policy and procedure for handling allegations relating to a student's behaviour or conduct. It does not cover allegations which relate to academic matters such as cheating in assessment.
3. This policy applies to students registered on one of RADA's higher education courses.
4. In accordance with the Respect at RADA Framework we aim to provide a safe, inclusive training environment for students and staff to work in. The Framework includes the **Student Code of Conduct** which defines types of behaviour that constitute non-academic misconduct, and the **Sexual Misconduct, Bullying and Harassment Policy**.
5. These procedures are intended to address misconduct by students rather than to resolve disputes between individuals. RADA may take action against a student when their behaviour has affected the institution, a member of the RADA community (staff, students, participants or visitors), or a member of the public.
6. Breaches of the Code of Conduct or Sexual Misconduct, Bullying and Harassment Policy by students, whether intentional or unintentional, may be reported following the procedures outlined below. This policy outlines both the procedures for reporting alleged misconduct and the procedures for investigating an allegation. It outlines how RADA will interact with both the reporting party and the student against whom an allegation of misconduct has been made (the responding party).
7. In this document "you" and "your" mean the student against whom allegations have been made; "we", "us" and "our" mean RADA.
8. In this document we refer to the Principal of RADA and the Registrar. Both of these officers may delegate their responsibilities to another person; in the event that either is unable to do this, another suitable senior officer may be appointed by the Senior Leadership Team.
9. The Academy's jurisdiction under this process is not limited to its own premises, as it also covers misconduct occurring in any place to which a student has access or reason to be present by virtue of their status as a RADA student. This includes, but is not limited to, external RADA activities and engagements (e.g. performances and non-performance activity such as promotional events), work placements, community/school experiences, and social media platforms.

Examples of misconduct

10. The [Student Code of Conduct](#) gives definitions of misconduct. It includes:

- a. Physical misconduct
 - b. Sexual misconduct
 - c. Antisocial behaviour
 - d. Offensive or abusive behaviour, including on social media
 - e. Compromising the safety or wellbeing of members of the RADA community
 - f. Damage to property
 - g. Unauthorised taking or use of property
 - h. Causing a health and safety concern
 - i. Operational obstruction Reputational damage
 - j. Breaching the IT Acceptable Use Policy
 - k. Behaving in a manner deemed to be unacceptable under the Sexual Misconduct, Bullying and Harassment Policy
 - l. Other behaviour that might constitute a criminal offence
11. The above list is not exhaustive. When we consider allegations relating to a student's behaviour, we will take into account the context in which the alleged behaviour occurred in deciding whether to take action. We may consider allegations of student misconduct under another procedure – such as Support for Study – where appropriate.
12. The non-academic misconduct procedure is not a judicial process but we have disciplinary authority that derives from our contractual relationship with individual students and from each student's agreement to our regulations and Code of Conduct through the registration process.
13. Where an allegation relates to potentially criminal conduct by a student we will decide how to proceed. This may include:
- a. Where proportionate, reporting alleged criminal offences against the Academy to the Police.
 - b. Where the allegations relate to criminal behaviour towards an individual, advising the reporting individual to report the matter to the police.
 - c. Pausing consideration of the allegations while the police undertake an investigation.
 - d. Referring the matter to be considered under the [Criminal Convictions Policy](#).
 - e. Suspending your registration, on a non-prejudicial basis, during the investigation.
14. When this procedure is initiated following a related conviction, the conviction may be used as evidence of misconduct. In such cases, the Non-Academic Misconduct Panel will take into account the legal penalty in determining the penalty for misconduct.

15. We will not normally investigate allegations which are made anonymously; see 74 below for further information.

Outline of procedure

16. This is a summary of the procedure we will use in considering allegations of misconduct made against a student (referred to as 'the responding student'). More detail is set out in the following sections, and guidance on [how to report non-academic misconduct](#).
17. *Initial scrutiny.* When an allegation of misconduct is made, the Registrar (or where the Registrar is connected with the case, the Principal) will determine whether the allegation should be considered under this procedure. In doing so, they will determine whether the behaviour alleged may constitute a breach of the Student Code of Conduct or the Sexual Misconduct, Bullying and Harassment Policy, and whether the allegation would be more appropriately considered under a different procedure. Where the Registrar or Principal considers that the risk of conducting an investigation has the potential to outweigh the risk of not investigating the alleged misconduct, they will conduct a risk assessment. Where possible the risk assessment will be conducted in cooperation with the individual(s) making the allegation, and the student about whom the allegation has been made (the responding student). The responding student will be informed that an allegation has been made against them, even if it is not investigated under this procedure. We aim to complete the initial scrutiny stage within 10 calendar days, however timescales may be extended outside of term time.
18. *Stage 1 – Preliminary.* Where the initial scrutiny determines that an allegation should be considered under this procedure, we will first conduct an investigation to establish the facts of the matter. This will be done by a senior member of staff. On the basis of this investigation we will decide whether to:
- a. Dismiss the allegations
 - b. Deal with the matter there and then
 - c. Refer the matter to a panel for a formal hearing
19. *Stage 2 – Misconduct Panel hearing.* When a matter cannot be dealt with at Stage 1, we will establish a Misconduct Panel to consider the matter. This Panel will consider the evidence in the matter and will decide what action to take. You will have a right to speak to the Panel and present evidence in your defence.
20. *Stage 3 – Appeal:* If the responding student disagrees with the outcome of the Misconduct Panel, they may submit an appeal. If the appeal is unsuccessful and the responding student is aggrieved at this outcome, they may at this stage complain to the Office of the Independent Adjudicator (OIA), the external independent body which has a remit to review unresolved complaints and disputes between students and their institutions. Under the OIA's rules, a student may only submit a complaint to them when RADA's internal procedures have been completed.

Precautionary action

21. As a precautionary measure, we may take action against a student who is the subject of an allegation of misconduct where there is a risk of serious harm to the students or others, the matter is of a highly sensitive nature, or there is an ongoing threat of serious disruption to

RADA's activities and community. In such cases, the Registrar may take precautionary action including:

- Limiting access to RADA's buildings or services
- Exclusion from certain activities
- Limiting contact with specific individuals
- Temporary suspension (as a last resort in very serious cases)

22. Taking precautionary action does not indicate that we have concluded that the responding student is guilty of misconduct; it is a precautionary measure while a full investigation is completed. The responding student will be entitled to make a written representation to the Principal to appeal against this action. Precautionary measures will be reviewed at regular intervals, to be determined at the point of action. The student may request a review earlier than the next scheduled review date if there is a material change in the circumstances of the case. Failure to comply with a precautionary measure will normally also result in an earlier review date, after which time more serious measures may be put in place.

Support for responding students

23. We recognise that students may find it difficult if you have allegations made about their behaviour which are being investigated under this procedure. If the responding student so wishes, we will identify a member of staff, unconnected with the case, who will be able to offer them support. If there is no suitable member of staff available, we will identify an external source for support for them.
24. We may also offer adjustments to assessment arrangements or dates where this process has an impact on the responding student's ability to engage with assessed activities.
25. When the responding student attends meetings, panel hearings or appeal hearings under this procedure, they may be accompanied by a friend. This friend is not there to speak for them, and cannot be a legal representative, but is there to offer support.

Stage 1 – Preliminary

26. When an allegation of misconduct against a student or students is received, the Registrar will appoint a member of staff to act as Investigating Officer. The Investigating Officer will be someone who is not involved in the matter about which allegations have been made.
27. The Investigating Officer will conduct an investigation to establish the facts of the matter. The length of the investigation will vary depending on the nature of the allegations however we aim to complete stage one within 40 calendar days and if the process is expected to take longer, we will write to you to explain the reasons for this. The investigation may include reviewing documents and interviewing staff and students.
28. The Investigating Officer will normally ask to meet with the responding student as part of this investigation. Attendance is not mandatory but is recommended, as the responding student will have the opportunity to respond to the allegations made against them. The investigator will provide the responding student with a note of the meeting and they will have the opportunity to identify any factual inaccuracies. Neither the responding student nor RADA may be legally represented at meetings or interviews at stage one of this procedure.
29. Once they have completed their investigation, the Investigating Officer will write a brief report, which will be shared with the responding student. This will set out:
- a. The details of the allegations made

- b. The facts established
 - c. The Investigating Officer's findings (see paragraph 30 below)
 - d. Recommendations about the next steps to be taken.
30. The Investigating Officer may conclude:
- a. That there are no grounds for action – see paragraph 31 below.
 - b. That there is evidence of minor misconduct, which should be dealt with without a Misconduct Panel – see paragraphs 32 and 33 below.
 - c. That there is evidence of behaviour that may constitute significant misconduct, which should be considered by a Misconduct Panel – see paragraph 35 below.
 - d. That the matter should be considered under a different RADA policy – see paragraph 35 below.
31. If the Investigating Officer finds that there are *no grounds for action* (paragraph 30.a above) then no further action will be taken by us. We will write to the responding student and the reporting party to inform them about the outcome.
32. If the Investigating Officer finds that there has been *minor misconduct* (paragraph 30.b above) they will recommend to the Registrar a penalty or penalties to be applied, choosing from the list set out in paragraph 63 below, and will write to tell the responding student about this. A copy of the outcomes letter will be held confidentially in RADA's files for six years after the end of the process.
33. If the responding student does not agree with the findings of the Investigating Officer in the event that they find that there has been *minor misconduct*, or the penalty imposed, they may object in writing to the Registrar. If they object, the matter will instead be referred to a Misconduct Panel.
34. If the Investigating Officer concludes that there may be evidence of *significant misconduct* (paragraph 30.c above), they will write to tell the responding student and a Misconduct Panel will be established to consider the matter.
35. If the Investigating Officer recommends that the matter should be considered under a different RADA policy, we will write to tell the responding student, and will also inform the reporting party and others as appropriate. Their report will form part of the documents used under the other procedure. No further action will be taken under this procedure.

Stage 2 – Misconduct Panel hearing

36. Where a matter is referred to a Misconduct Panel, the Registrar will identify a Panel Secretary, who will not have been previously involved with the matter.
37. The Panel Secretary will convene a meeting of a Misconduct Panel, with the following members appointed by the Principal of RADA:
- a. A chair, who shall be an appropriately trained senior member of RADA's teaching or professional services staff, who has not had a previous connection to the case.

Where this is not possible, the panel may be chaired by an experienced member of staff from King's College London.

- b. Two other members of RADA staff, unconnected to the responding student. Where this is not possible, one or both of these Panel members may be a member of staff from King's College London.
 - c. All reasonable steps will be taken to convene a diverse Panel. Where possible the membership will reflect the protected characteristics of the responding student, noting that due to RADA's small size the pool of available, trained panel members will be limited.
38. The Misconduct Panel will have the following powers and responsibilities:
- a. To make a finding in relation to the allegations of misconduct brought before it.
 - b. To determine any penalties to be applied, based upon the finding of the Panel
 - c. To make recommendations to the Registrar and Principal of RADA, as appropriate, on any matter arising from the case.
39. The Panel Secretary shall send to the responding student; to the Panel; and to the person presenting the facts for RADA; no later than seven calendar days ahead of the Panel meeting, the following:
- a. The date, time and location of the Panel hearing
 - b. The names of the Panel members and any witnesses or expert advisers called by RADA
 - c. The name and contact details of the Panel Secretary
 - d. All documentary evidence, including the original reporting form and accompanying evidence, the Investigating Officer's report and copies of any witness statements
 - e. The names of any witnesses called by the responding student
 - f. A copy of this policy and procedure
40. The non-academic misconduct procedure will not be invalidated by the reporting student's absence from the hearing as long as reasonable action has been taken to notify them. Where they have chosen to attend the meeting but are prevented from attending for a substantial and demonstrable good reason, the Chair and the Secretary of the Panel may use their discretion to rearrange the meeting. Arrangements may also be made for the meeting to be held virtually.
41. The Panel will conduct its meeting in line with the Procedure set out in the section *Procedures for Panel Meetings*, in appendix 1.
42. The Panel may find as follows:
- a. That there are no grounds for action – see paragraph 44 below.
 - b. That misconduct has taken place – see paragraph 45 below.

- c. That the case should be dealt with under a different policy and procedure – see paragraph 46 below.
- 43. The Panel will decide an outcome, based on the findings, as follows:
- 44. If the Panel finds that there are *no grounds for action* (paragraph 42.a above) then no further action will be taken by us. We will send to the responding student a copy of the report of the Panel meeting and we will inform the reporting party about the outcome.
- 45. If the Panel finds that *misconduct has taken place* (paragraph 42.b above) it will decide on the penalty or penalties to be applied, choosing from the list set out in paragraph 63 below. The Panel Secretary will write to tell the responding student about this. A copy of the outcome letter will in RADA's records for six years after the last action in the case.
- 46. If the Panel finds that the case should be *dealt with under a different policy or procedure* (paragraph 42.c above) the Panel Secretary will write to tell the responding student, and will also the reporting party. The outcome letter from the Panel meeting will form part of the documents used under the other procedure. No further action will be taken under this procedure.

Stage 3 – Appeal

- 47. The responding student may submit an appeal against the outcomes of a Misconduct Panel meeting on the following grounds:
 - a. That the procedures were not followed properly;
 - b. That the Panel reached an unreasonable decision;
 - c. That the responding student has new material evidence that they were unable, for valid reasons, to provide earlier in the process;
 - d. That there is bias or reasonable perception of bias during the procedure;
 - e. That the penalty imposed was disproportionate, or not permitted under the procedures
- 48. If the responding student wishes to appeal, they must do so in writing, setting out their case, including evidence, under one or more of the grounds set out in paragraph 47 above, no later than fourteen calendar days after the letter advising them of the outcome of the Misconduct Panel.
- 49. The responding student should send their appeal letter to the Principal.
- 50. On receipt of an appeal, the Principal shall appoint a Misconduct Appeal Reviewer from amongst the staff of RADA. The Misconduct Appeal Reviewer shall have played no part in previous consideration of the case.
- 51. The Misconduct Appeal Reviewer shall review the appeal submission within 14 calendar days and determine whether the appeal submission provides a case for appeal in line with one or more of the grounds set out in paragraph 47 above. In line with that determination:
 - a. If the Misconduct Appeal Reviewer determines that the appeal submission makes a case for appeal in line with the grounds for appeal, the Principal will appoint a Panel Secretary and a meeting of an Appeal Panel will be held.
 - b. If the Misconduct Appeal Reviewer determines that the appeal submission does not make a case for appeal in line with the grounds for appeal, the appeal will be

summarily rejected. In such a case we will provide a completion of procedures letter so that you may, if you wish, take the matter further to the OIA.

52. The Panel Secretary will be appointed by the Principal , and will be a member of RADA staff, or exceptionally an external person, who has had no previous contact with the case.
53. The Panel Secretary will convene a meeting of an Appeal Panel, with the following members appointed by the Principal:
 - a. A chair, who shall normally be a member of RADA Council;
 - b. A senior member of RADA staff unconnected with the case, normally drawn from the Senior Leadership Team; or where this is not possible a senior member of staff from King's College London
 - c. Another member, drawn from RADA staff, or from King's College London.
54. None of the members of the Appeal Panel shall have had previous connections to the case.
55. The Appeal Panel will have the following powers and responsibilities:
 - a. To consider the appeal, and to determine whether the appeal is of sufficient merit to cast doubt upon the findings or the outcomes of the Misconduct Panel.
 - b. To consider what action if any to take in light of its decision about the appeal
 - c. To make any observations or recommendations arising from the appeal to the Director of RADA.
56. The Panel Secretary shall send to the responding student; to the Panel; and to the person presenting the facts for RADA; no later than seven calendar days ahead of the Panel meeting, the following:
 - a. The date, time and location of the Panel hearing
 - b. The names of the Panel members
 - c. The name and contact details of the Panel Secretary
 - d. All documentary evidence presented to the original Misconduct Panel hearing
 - e. The outcomes letter from the original Misconduct Panel hearing
 - f. The appeal submission, including any supporting evidence
 - g. A copy of this policy and procedure
57. The Panel will conduct its meeting in line with the Procedure set out in the section *Procedures for Panel Meetings*, in Appendix 1.
58. The Panel may find as follows: either
 - a. That the appeal casts sufficient doubt upon the findings and/or outcomes of the original Misconduct Panel that the appeal should be upheld; or

- b. That the appeal does not cast sufficient doubt upon the findings and/or outcomes of the original Misconduct Panel, and that the appeal should be dismissed
- 59. The Panel will decide an outcome, based upon the findings, as follows:
- 60. If the appeal is *upheld*, the Panel may:
 - a. Require that a new Misconduct Panel, with different membership to the first, be established, to consider the matter afresh. In this case you would have the subsequent right to appeal against the decision of the new panel, but not against the decision of the Appeal Panel in ordering a re-hearing.
 - b. Overturn or amend the findings of the original Misconduct Panel and determine a new outcome. In this case the Appeal Panel shall also, based upon its new finding, make decisions about any penalty to be applied.
 - c. Confirm the findings of the original Misconduct panel and the outcome at stage two, but determine that a different penalty or penalties should be applied.
 - d. Determine that the case should have been heard under a different procedure. In this case, the Panel Secretary will write to tell the responding student, and will also inform any others as appropriate. The outcome letter from the Appeal Panel will form part of the documents used under the other procedure. No other action will be taken under this procedure.
- 61. If the appeal is *dismissed* the findings and decisions of the original Misconduct Panel shall stand.
- 62. The outcomes determined by the Appeal Panel and any penalties applied are final.

Penalties

- 63. The penalties which may be imposed under this procedure are:
 - a. Requiring a written apology
 - b. A formal warning
 - c. Conditions set for continuation as a RADA student
 - d. A monetary fine
 - e. Payment of compensation for damages caused.
 - f. Suspension as a student for a fixed period of time, or until specified conditions have been met.
 - g. Expulsion from RADA.
- 64. Penalties may be combined.
- 65. Appendix 2 sets out guidance about what penalties may apply for particular types of misconduct. Panels will use this guidance when deciding what penalties to apply in a specific case.

Record keeping

66. We will keep records of cases dealt with under this policy and procedure for the duration of the responding student's registration at RADA, and for a period of no more than six years after they have left RADA. Detailed papers relating to the case will be kept securely, and separately from the general student file.
67. We may share such details as are necessary with partners who work with us on the delivery of programmes, including King's College London as our validating body, where a data sharing agreement applies. Information about data sharing is outlined in our Privacy Notice.
68. Where we consider it necessary (for example, in the case where a referral to the police is justified) we may share the outcomes of disciplinary processes, and information which we have gathered during the course of investigations, with external agencies such as the police.

Office for the Independent Adjudicator (OIA)

69. The OIA is the external independent body which reviews unresolved complaints and disputes between students and their institutions. Once we have completed our internal procedures, we will issue to the responding student with a *Completion of Procedures* letter. This is the confirmation required by the OIA before they will consider a complaint.
70. We will issue you with a completion of procedures letter when either;
 - a. The responding student has sought to appeal against the outcome of a Misconduct Panel, but their appeal has not been considered because it did not meet our grounds for appeal; or
 - b. The responding student has appealed against the outcomes of a Misconduct Panel and the Appeal Panel has completed its work.

You may also request a completion of procedures letter where you have not appealed and the deadline for appeal has passed. In this case the letter will note that the appeal stage has not taken place.

71. You can see further information about the OIA at its website: www.oiahe.org.uk.

How to make an allegation of misconduct against a student

72. Note that if you have serious concerns regarding staff conduct, course delivery, Academy procedures or facilities you can raise complaints about these using the [Student Complaints policy and process](#). To make an allegation of misconduct against one or more students the procedure is as follows.
73. First, consider whether the matter can be resolved informally between you and the student(s) concerned. In some instances a face-to-face discussion can immediately address and resolve the issue, especially if the other party is genuinely unaware of their transgression or does not realise their conduct has caused any issues. Your Course Leader or Student and Academic Services will be able to advise you and may offer to facilitate a meeting between you and the student(s) concerned. If other students are party to the issue, whether they are involved or have witnessed the conduct in question, you should discuss the matter with them before proceeding. If these discussions and any attempt to approach the student(s) in question have not resolved the matter, you may decide to make a formal report as described below.

74. We recommend that you make an allegation of misconduct as soon as possible following the events concerned. You should aim to do this within 14 calendar days of the events. It may be difficult for us to investigate misconduct alleged to have occurred some time ago as evidence may be lost and/or witness recollections faded. Complete the [Allegation of Student Misconduct Form](#). Please include with your submission any supporting evidence such as timeline of events, emails, notes/letters, screenshots and any other material you think is pertinent to the allegation.
75. Your submission will be treated as confidential and handled sensitively. RADA's processes for storing and sharing data internally comply with the Data Protection Act. Please note that the details of your allegation (a copy of your complaint form and any supporting evidence) will be shared with the student about whom you are making an allegation in order to allow them to respond. Anonymous allegations of misconduct against students will not normally be investigated as it would not be possible to properly and fairly explore such allegations. You are able to raise concerns anonymously using the [Report A Concern](#) facility and RADA may investigate further where there is significant cause for concern, however it may not be possible where insufficient information is provided.
76. If you have any concerns about the process or the reaction of the student(s) against whom your allegation is made, you can meet with a member of the Student and Academic Services team who can help to identify any additional action or support required.
77. Once you have submitted your allegation, you will be told if the student misconduct procedure has been invoked and if so, following its conclusion, whether a penalty has been imposed on those against who you made the allegation. You will not be told any details of the penalty or any other sanction, in line with the Data Protection Act. If the outcome is overturned at a later date as a result of an appeal, you will also be informed.
78. We may terminate consideration of a misconduct allegation if we consider it to be frivolous (made without foundation) or vexatious (in bad faith, mischievous, spiteful, vindictive or malicious). Examples of frivolous or vexatious allegations may include but are not limited to:
- a. allegations which are obsessive, harassing, or repetitive;
 - b. insistence on pursuing non-legitimate allegations and/or unrealistic outcomes;
 - c. insistence on pursuing what may be legitimate allegations in an unreasonable manner;
 - d. allegations which are designed to cause disruption or annoyance;
 - e. demands for redress which lack any serious purpose or value.
79. The Academy may consider possible action under the relevant provision(s) of disciplinary regulations in the case of a student held, at any stage in the process, to have brought forward a frivolous or vexatious allegation of misconduct under this procedure. Action may include initiating the non-academic misconduct procedure against the student making the frivolous or vexatious allegation.
80. If your allegation is not taken forward for further investigation, you will be issued with a completion of procedures letter and may contact the OIA as outlined in 73-75 above. If you are dissatisfied with the conduct of the procedure, you may make a complaint under the Student Complaints Procedure.

Appendix 1: Procedures for Misconduct Panel and Appeal Panel Meetings

Procedures for panel meetings

81. The standard of proof required shall be on the balance of probabilities.
82. You are presumed to be innocent of the allegations made against you until a finding determines otherwise.
83. Meetings of Panels under these procedures shall be held in private, and the public shall not be admitted to observe or participate.
84. The chair of a Misconduct Panel or an Appeal Panel shall determine whether any friend accompanying you is permitted to speak at the meeting.
85. Misconduct procedures are internal to RADA and it will not normally necessary for either RADA or the responding student to be legally represented at a meeting of a Misconduct Panel nor an Appeal Panel. Where the allegations against a student are serious and complex they may make a request for legal representation at the Misconduct Panel or Appeal Panel meeting. The Chair of the Panel will consider the request and decide based on the nature of the allegations whether legal representation will be permitted.
86. You may call witnesses for a meeting of a Misconduct Panel and, exceptionally, for a meeting of an Appeal Panel. You must let the Panel Secretary know the names of any witnesses that you intend to call no later than two calendar days before the Panel hearing. Witnesses will only be permitted to attend the meeting with the approval of the Chair.
87. If you do not attend a Panel meeting it will normally proceed in your absence. If you give good reason why you cannot attend, with at least two calendar days' notice, the chair will sympathetically consider postponing the meeting and rearranging it for another day.
88. All members of the Panel must be present, either virtually or in person, for the meeting to proceed.
89. The decision of the chair on any procedural point during a hearing shall be final.
90. Decisions of a Panel on findings and outcomes shall be made by consensus; if no consensus can be reached a majority vote will determine the decision.
91. The chair may adjourn a meeting of a Panel in order to obtain more information on a particular point, or to call additional witnesses. The Panel will reconvene as soon as is possible, normally within ten calendar days, and the Panel Secretary will give you at least two calendar days' notice.
92. The responding student and the person presenting the case for RADA will normally join and leave the panel meeting at the same time to ensure that neither party has privileged access to the Panel.
93. If you wish to ask a question of the person presenting RADA's case, or their witnesses; or the person presenting RADA's case wishes to ask a question of you or your witnesses, you and they must do so via the chair.
94. Order of proceedings for Panel meetings
 - a. The Panel and the Panel Secretary will initially meet in private.

- b. The Panel Secretary will call all the responding student, their companion and the person representing the case on behalf of RADA into the meeting space.
- c. The chair will introduce the panel and set out the order of business.
- d. The chair will determine who starts proceedings. In the case of a Misconduct Panel, normally RADA will first present its case and witnesses, and then you will then present your case and witnesses. In the case of an Appeal Panel, normally you will first present your case and any witnesses, and then RADA will present its case and any witnesses.
- e. During the presentation of evidence, you and the RADA representative may, through the chair, ask questions of each other and any witnesses called.
- f. Panel members may ask questions at any point.
- g. At the conclusion of the evidence and questions, you and the person representing RADA may give closing statements. Normally, the person presenting the case for RADA will speak first; you will have the opportunity to make the final statement.
- h. All of those attending the meeting, save the Panel and the Panel Secretary, will then withdraw, while the Panel conducts its deliberations.
- i. At the chair's discretion, you and the person representing RADA may be called back into the meeting at the conclusion of the Panel's discussion to be told of the outcome.
- j. You will be notified of the outcome of the Panel meeting in writing, within seven days of the conclusion of the Panel's discussions. The outcome letter will confirm the outcome of the formal stage, giving a clear explanation of, and setting out the reasons for, each decision and any penalty, the next steps should you wish to appeal, and information about the support services available to you.

Appendix 2 – Penalties (from Student Code of Conduct)

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
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	Written apology Conditions set to continue as a RADA student Formal warning Suspension Expulsion

	<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>	
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	Written apology Fine 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

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