



## **Identity School of Acting Student Disciplinary Procedure**

Identity School of Acting is committed to providing a safe training environment for all students and as such expects all students to follow the Student Conduct and Behaviour Policies stated in the Student Learner Agreement. If a student breaches any of the Student Conduct and Behaviour policies stated in the Student Learner Agreement they will be held to the IDSA Student Disciplinary Procedure.

The IDSA Student Disciplinary Procedure is followed in three stages.

### **Stage 1: Verbal Warning**

For breaches of any rule or regulation/code of conduct, the Head of Acting will conduct a stage 1 warning with the student/s.

The procedure for this is as follows:

1.1. The Head of Acting will, where possible, speak to any relevant member of staff or witnesses to establish the circumstances relating to the breach of any Student Conduct and Behaviour policies.

1.2. The Head of Acting will arrange a meeting with the student giving at least 24 hours notice. The meeting will be held in person, via Zoom or on the telephone.

1.3. The student will be informed of the reason for the meeting and that they are permitted to have a responsible adult, friend or advisor present at the meeting.

1.4 The Head of Acting will provide the student with a copy of the Student Disciplinary Procedure and Student Conduct and Behaviour policies.

1.5. The meeting will be as follows:

- The Head of Acting will discuss the incident that breached the Student Conduct and Behaviour policies;
- The student will be given the opportunity to explain the reasons for their actions;
- The Head of Acting will ask any further questions, consider all information and if warranted will issue a verbal warning and inform the student that any repeat of the

behaviour or any other incidents that breach the Student Conduct and Behaviour policies will result in a further investigation hearing;

- If the decision is to give a stage 1 warning the Head of Acting will advise practical measures to avoid recurrence;
- If a stage 1 warning is not given then the matter will be considered closed with no further action.

1.6. If the incident is between two students or more a mediation session will also be arranged to rectify the situation. Following this a meeting will be held for each individual student as set out in 1.5.

1.7. If a stage 1 warning is given this will be recorded on the students file and removed after six months if no further incidents occur.

1.8. The Head of Acting will write a report on the meeting that will be sent to the student within five working days.

1.9. The Head of Acting will notify the Head of Operations of the outcome.

1.10. There is no right to appeal against a stage 1 warning.

## **Stage 2 - Written Warning**

Where the student has continued to breach the Student Conduct and Behaviour policies or general behaviour has not improved which warranted the stage 1 warning, the student will attend the stage 2 disciplinary meeting with the Head of Operations.

The procedure for this is as follows:

2.1. The Head of Operations will, where possible, speak to any relevant member of staff or witnesses to establish the circumstances relating to the breach of any Student Conduct and Behaviour policies.

2.2. The Head of Operations will arrange a meeting with the student giving at least 24 hours notice. The meeting will be held in person, via Zoom or on the telephone. There will be another member of staff present as witness only.

2.3. The student will be informed of the reason for the meeting and that they are permitted to have a responsible adult, friend or advisor present at the meeting.

2.4 The Head of Operations will provide the student with a copy of the Student Disciplinary Procedure and Student Conduct and Behaviour policies.

2.5. The meeting will be as follows:

- The Head of Operations will discuss the second incident that breached the Student Conduct and Behaviour policies and ask the student why there has been no improvement following the verbal warning;
- The student will be given the opportunity to explain the reasons for their actions;
- The Head of Operations will ask any further questions they may have, advise practical measures to avoid recurrence and conclude the meeting.

2.6. Following the meeting the Head of Operations will:

- Consider all information and if warranted will issue a written warning within seven working days via email;
- Advise the student that any repeat behaviour or if any other incidents occur that breach the Student Conduct and Behaviour policies will result in stage 3 of the disciplinary procedure;
- If a stage 2 warning is not given the Head of Operations will inform the student that the matter is considered closed with no further action.

2.7. If a stage 2 warning is given this will be recorded on the students file and removed after one year if no further incidents occur.

2.8. The Head of Operations will notify the Principal of the outcome.

2.9. The student can appeal against a stage 2 warning by responding to the Head of Operations email containing the written warning. The student must explain their reasoning for the appeal which will be reviewed by the Head of Acting and Head of Operations.

2.10. If the appeal is approved the student will meet with the Head of Acting and Head of Operations following 2.2, 2.5, 2.6, 2.7 & 2.8.

2.11. The student cannot appeal a second stage 2 warning.

### **Stage 3 - Final Written Warning**

Where gross misconduct occurs or continued breach of the Student Conduct and Behaviour policies occurs after the Head of Operations stage 2 warning, the student will attend a meeting with the Principal.

The procedure for this is as follows:

3.1. The Principal will, where possible, speak to any relevant member of staff or witnesses to establish the circumstances relating to the breach of any Student Conduct and Behaviour policies. They will also discuss the stage 1 & 2 warnings with the Head of Acting and Head of Operations.

3.2. The Principal will arrange a meeting with the student giving at least 24 hours notice. The meeting will be held in person, via Zoom or on the telephone. There will be another member of staff present as witness only.

3.3. The student will be informed of the reason for the meeting and that they are permitted to have a responsible adult, friend or advisor present at the meeting.

3.4. The Principal will provide the student with a copy of the Student Disciplinary Procedure and Student Conduct and Behaviour policies.

3.5. The meeting will be as follows:

- The Principal will present all evidence relating to previous warnings followed by the current circumstances. Should the Principal wish to bring in any witnesses he may do so;
- The student will be given the opportunity to explain the reasons for their actions;
- The Principal will ask any further questions and conclude the meeting.

3.6. Following the meeting the Principal will make one of the following decisions:

- No further action will be taken;
- The student will be suspended for a certain period of time;
- Further investigation is needed before a final decision can be made;
- The student is excluded permanently from the school.

3.7: The student will be notified of the Principal's decision within seven working days.

3.8. If further investigation is required the student will be given a timeframe of when this will be completed and the decision given.

3.9. If a student is suspended the start and end date of the suspension will be confirmed in the email from the Principal.

3.10. If the student is excluded permanently it will be with immediate effect.

3.11. The Principal's decision is final and cannot be appealed.