



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 Deputy Head of Operations will conduct a stage one warning with the student/s.

The procedure for this is as follows:

1.1: The Deputy 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.

1.2: The Deputy 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.

1.3: The student will be informed of the meeting's reason and are permitted to have a responsible adult, friend, or advisor present at it.

1.4: The Deputy Head of Operations 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 Deputy Head of Operations 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 Deputy Head of Operations will ask any further questions, consider all information and if warranted will issue a verbal warning and inform the student that any repeat of this 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 one warning the Deputy Head of Operations will advise practical measures to avoid recurrence.
- If a stage one warning is not given, then the matter will be considered closed with no further action.

1.5: 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.

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

1.7: The Deputy Head of Operations will write a report on the meeting that will be sent to the student within five working days.

1.8: The Head of Operations will notify the Head of Operations and the Human Resources Manager of the outcome.

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 one warning, the student will attend the stage two disciplinary meeting with the Human Resources Manager.

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.

2.3: 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.

2.4: 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.

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

2.6: 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.

2.7: Following the meeting, the H 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 three of the disciplinary p procedure.
- If a stage two warning is not given, the Head of Operations will inform the student that the matter is considered closed with no further action.

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

2.9: The Head of Operations will notify the Human Resources Manager of the outcome.

Stage 3 - Final Written Warning

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

The procedure for this is as follows:

3.1: The Human Resources Manager 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 stage one & two warnings with the Head of Operations and Head of Acting.

3.2: The Human Resources Manager 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 may have a responsible adult, friend, or advisor present.

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

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

- No further action will be taken.
- The student will be suspended for a certain 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 Human Resources Manager 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 Human Resources Manager

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

Please note that the severity of the student breach and whether stages of discipline may be surpassed will be assessed on a case-by-case basis.

The Appeal Process

The student can appeal at any stage of the disciplinary process against a decision made after a breach. The student can appeal by emailing the member of staff who conducted their disciplinary meeting. The student must explain their reasoning for the appeal which will be subsequently reviewed by the Principal. Should the appeal be approved, the student will meet with the Principal and undergo a thorough review of the evidence and arguments provided before arriving at a final decision.