

# LAINÉ

THEATRE ARTS

## **Policies**

Non-Academic Misconduct Policy

# NON-ACADEMIC MISCONDUCT POLICY

This policy applies to BA (Hons) Musical Theatre (3-year course), Level 6 Diploma in Professional Musical Theatre, BA (Hons) Musical Theatre (one-year top-up), Cert HE (Musical Theatre), and the 1-year Foundation Course in Musical Theatre.

## PURPOSE

Laine Theatre Arts is committed to delivering a high-quality service and excellent teaching and learning opportunities. It is expected that students will act responsibly and with consideration for others across all aspects of their engagement with the College.

This policy aligns with the Student Code of Conduct and reflects institutional expectations of professionalism, mutual respect, and accountability within an academic and training environment.

This policy operates alongside the Student Support and Intervention Framework and ensures that where concerns arise, they are managed in a fair, transparent, proportionate, and supportive manner.

## SCOPE

This policy applies to all current students from the point of registration until graduation and applies to conduct:

- On College premises
- During College activities
- In external or professional environments linked to the College
- Online and in digital environments

This policy applies at all times and is not limited to term time.

### **Relationship to Other Policies**

The College will determine the appropriate procedure where issues overlap, including:

- Academic Misconduct Policy
- Fitness to Study Policy
- Student Complaints Policy

Processes may run in parallel or sequentially as appropriate.

## **PRINCIPLES**

All processes under this policy are underpinned by the following principles:

- Fairness and transparency
- Timely resolution
- Evidence-based decision-making using the balance of probabilities
- Proportionate outcome
- Alignment with the Student Support and Intervention Framework
- Compliance with Office for Students (OfS) expectations and Office of the Independent Adjudicator (OIA) good practice

Students will be treated with dignity and respect throughout all stages of this process and will be supported appropriately.

Information will be handled in accordance with UK GDPR. Confidentiality may be limited where necessary to ensure a fair investigation or address safeguarding concerns.

## **RELATIONSHIP TO THE STUDENT CODE OF CONDUCT**

Students are expected to adhere to the standards set out in the Student Code of Conduct, including:

- Respect for the institution and community
- Professional engagement and participation
- Appropriate communication and behaviour
- Respect for diversity and inclusion

Failure to meet these expectations may result in action under this policy.

## **RELATIONSHIP TO STUDENT SUPPORT AND INTERVENTION FRAMEWORK**

Non-academic misconduct is not managed through the triage process within the Student Support and Intervention Framework. However, both processes may operate in parallel where appropriate.

Students involved in misconduct procedures will continue to have access to support, including wellbeing support, learning support, and adjustments where required.

## **REPORTING**

Any member of staff or student who observes or is informed of an incident of non-academic misconduct must report the concern to the Head of Student Services.

Reports may be made:

- By the individual affected
- By a third party
- Through staff referral

All reports will be handled promptly and in accordance with this policy.

# DEFINITIONS OF NON-ACADEMIC MISCONDUCT

Non-academic misconduct includes, but is not limited to:

- Antisocial behaviour
- Behaviour that brings the College into disrepute
- Damage to property
- Harassment, bullying, or discrimination
- Sexual misconduct
- Breach of health and safety requirements
- Misuse of substances
- Theft, fraud, or falsification of records
- Unacceptable behaviour towards others

This list is not exhaustive.

## Categories of Misconduct

The College may categorise misconduct as:

- Minor misconduct: low-level, first-time breaches
- Serious misconduct: significant or repeated breaches
- Gross misconduct: behaviour involving serious harm, risk, or criminal activity

The categorisation will inform the stage of process and potential outcomes.

## Safeguarding and Serious Risk

Where allegations involve harassment, sexual misconduct, violence, or risk of harm, the matter will be immediately referred to safeguarding procedures and may be managed outside or alongside this policy.

## Precautionary Measures

The College reserves the right to implement precautionary measures where necessary to manage risk during an investigation.

These may include:

- Temporary suspension
- Restricted access to facilities
- Adjusted participation in activities

# PROCEDURE

## Timescales

The College will aim to resolve cases within the following timeframes:

- Stage 1: 10 working days
- Stage 2: 20 working days
- Stage 3: 20 working days

Students will be informed of any delays.

Students will:

- Have access to relevant evidence
- Be given an opportunity to respond
- Be entitled to be accompanied by a supporter

The procedure consists of three stages:

**Stage 1:** Initial Investigation

**Stage 2:** Formal Misconduct Hearing

**Stage 3:** Appeal

## STAGE 1: INITIAL INVESTIGATION

An investigation will be undertaken to establish the facts of the case. This will normally include:

- Notification to the student of the concern
- A meeting with the student
- Opportunity to provide evidence

Where appropriate, minor concerns may be resolved at this stage with guidance and support. The student will be provided with details of the concern, any available evidence, and given a reasonable opportunity to respond.

## **STAGE 2: FORMAL MISCONDUCT HEARING**

Where concerns are serious, repeated, or unresolved, a formal hearing will be convened.

A panel will consider all available evidence and determine whether misconduct has occurred and what outcome is appropriate. The panel will consist of at least two members of staff, including:

- A senior member of staff not previously involved
- At least one additional member independent of the case

Panel members must have no conflict of interest.

All decisions will be communicated in writing and will include:

- Findings of fact
- Reasons for the decision
- Any actions or sanctions

## **STAGE 3: APPEAL**

Appeals will be considered by a senior member of staff or panel not previously involved in the case, ensuring independence and fairness.

Students may appeal on the following grounds:

- Procedural irregularity
- Bias
- Disproportionate outcome
- New evidence

Appeals must be submitted within the stated timeframe.

Appeal outcomes will confirm whether:

- The original decision is upheld

- The decision is modified
- The case is referred for reconsideration

## **OUTCOMES AND SANCTIONS**

Outcomes will be proportionate and may include:

- Formal warnings
- Conditions of study
- Restrictions or suspension
- Expulsion

Students will not normally be subject to multiple penalties for the same incident unless new information emerges.

All decisions will be clearly communicated with reasons in a completion of procedures letter.

## **SUPPORT FOR STUDENTS**

Support is available throughout the process regardless of whether a formal outcome is reached.

This may include:

- Wellbeing support
- Adjustments to training
- Referral to external services
- Support through structured plans within the Student Support and Intervention Framework

## **Monitoring and Oversight**

The College will maintain a central record of misconduct cases.

An annual analysis will be undertaken to identify trends and inform institutional improvement. A summary report will be provided to Academic Board.

## **Completion of Procedures (COP) and Office of the Independent Adjudicator (OIA)**

Where a student has completed all internal procedures and remains dissatisfied with the final decision, a Completion of Procedures (COP) letter will be issued where appropriate. This letter confirms that the College's internal processes have been concluded and sets out the issues considered and the final decision reached.

Where eligible, receipt of a COP letter enables the student to submit a complaint to the Office of the Independent Adjudicator for Higher Education (OIA), an independent body which reviews complaints from students in higher education in England and Wales.

Any referral to the OIA must be made within 12 months of the date of the COP letter. Further information about the OIA, including the complaint scheme and how to submit a complaint, is available at [www.oiahe.org.uk](http://www.oiahe.org.uk).

The OIA will normally only review cases after all internal procedures have been completed. It does not re-hear cases or make academic judgements but will consider whether the provider followed its procedures fairly and reasonably and whether any remedy is appropriate.

## KEY DATA

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