

LAINE

THEATRE ARTS

Policies

Applicants and Students Undergoing Police Investigation

APPLICANTS AND STUDENTS UNDERGOING POLICE INVESTIGATION

DECLARATION OF CRIMINAL PROCEEDINGS

When an applicant or student is under investigation by the Police, or criminal proceedings have been initiated, or if the applicant or student has been convicted, it is their responsibility to promptly report this to Laine Theatre Arts. This declaration is required during the application process, at matriculation each academic year, and/or at the point of involvement with the Police (if already a registered student) to the Head of Students, Safeguarding Lead or Admissions Officer if before enrolment.

PURPOSE OF INFORMATION

Laine Theatre Arts is committed to maintaining a safe environment for all applicants, students and staff. It is essential to collect and record information on any offences committed by an applicant or student, or any ongoing investigations, to ensure appropriate measures are taken to protect the College community.

UTILISATION OF INFORMATION

DURING THE APPLICATION PROCESS:

Applicants are required to disclose any criminal proceedings or convictions on their application for or at the earliest opportunity thereafter, normally to the Admissions Officer. Applicants disclosing criminal convictions or proceedings will

undergo a risk assessment meeting with the Head of Student Services and Safeguarding Lead. This meeting will be arranged once you have informed the Admissions Officer that you have criminal convictions to disclose. You should not attend an audition for the college unless you have informed us of the convictions and attended the meeting. The College extends the right for you to be accompanied at this meeting (normally held online) should the applicant feel the need to have support.

The outcome may include:

- Proceeding with the application as normal
- Request for further information.
- Conditional acceptance with specified requirements.
- Deferred application.
- Rejection of the application.

DURING MATRICULATION OR THE ACADEMIC YEAR:

Students are required to disclose any criminal proceedings or convictions at the earliest opportunity, normally to the Head of Students. Students disclosing criminal convictions or proceedings will undergo a risk assessment meeting with the Head of Students and Safeguarding Lead.

The outcome may include:

- No further action.
- Scheduled further meetings.
- Restrictions on access or activities.
- Suspension from the College, its services, areas or activities.

Efforts will be made to support students involved in criminal proceedings, and academic studies will be facilitated where possible until an external judgment is reached. If the College decides to suspend you from the college whilst the investigation is underway, this in no way is an assumption of guilt. This step may be

taken if there is a need to protect the interests of the individual reporting criminal convictions or proceedings and/or to protect the integrity and welfare of the wider college community.

DISCIPLINARY ACTION

Laine Theatre Arts reserves the right to undertake a disciplinary investigation and take appropriate disciplinary action in accordance with the Student Code of Conduct, if a student is found guilty of an offence in a criminal court. This action aims to assess the student's suitability to continue as a member of the College community and its responsibilities to safeguard the whole college community. The disciplinary and investigation process undertaken in this situation is outlined in the Student Non-academic Misconduct Policy and the Sexual Misconduct policy.

Laine Theatre Arts recognises it is unable to carry out a criminal investigation and therefore, if the CPS choose to take no further action, the investigation/ disciplinary process outlined in the Non-Academic Misconduct policy will take place before the student is able to return to the College, if their course of study has been suspended pending the outcome of the police investigation. The final decision will be made on the balance of probabilities in line with the evidence presented in the internal investigation. This step is in place to ensure that the college is able to make an informed decision on the safeguarding of the rest of the college community.

DATA RETENTION AND ACCESS

Information will be held and accessed in compliance with the College's Data Protection Policy. Access will be limited to necessary college personnel. Records will be retained throughout the student's matriculation and for a period of six years thereafter.

UNDISCLOSED OFFENCES

If the College becomes aware of an offence that has not been disclosed by an applicant or student, a disciplinary investigation will be conducted under the Non-Academic Misconduct policy. Following verification, if an applicant or student has failed to disclose criminal convictions or proceedings, a risk assessment will be conducted promptly, and disciplinary action may ensue.

This policy is designed to ensure transparency, safety, and accountability within the Laine Theatre Arts community.

DOCUMENT CONTROL

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