



Policy Document

Discipline Policy including Bullying Policy Statement

Created by: Jamie Read
Next review date: 05/09/2019

READ College Discipline Policy (including Bullying Policy Statement)

1. Purpose of the procedure/Introduction

Read Dance and Theatre College's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when the college rules are broken and provides a fair, effective and consistent method of dealing with disciplinary matters.

Our Code of Conduct, for staff and students alike, is as follows:

Read Dance & Theatre College confirms its commitment to a comprehensive policy of Equal Opportunities in employment and student recruitment in which individuals are selected and treated on the basis of their relevant merits and abilities and are given Equal Opportunities within the Company. The aim of this policy is to ensure that no job applicant, employee, prospective student or enrolled student should receive less favourable treatment on any grounds not relevant to good employment practice. Read Dance & Theatre College is committed to a programme of action to make this policy fully effective.

It is the College's policy as an employer and provider of training to treat all people equally irrespective of race, ethnic origin, sex, marital or parental status, sexual orientation, creed, disability, age or political belief.

All teachers, administrative and support staff shall treat one another, and the students and customers that they encounter in their work, with respect and tolerance at all times. Read Dance & Theatre College is committed to making its office, studios and classes an environment where creativity through the arts and self expression are of the utmost importance.

As a charity supporting young people in their training within the Performing Arts, our staff and students will always represent and support the charitable aims of the College and help to further its professional reputation.

2. Principles

- Students are expected to know the standard of conduct or work expected of them. This will be made clear in the Student Handbook, and will also be regularly affirmed and upheld by tutors and management.

- The college will always support students to modify their behaviour early, when an incident occurs.
- Students will be provided with details of the allegations and any evidence in support of this, and they will be given the opportunity to state their case.
- A student is entitled to be accompanied by a parent or guardian should a formal disciplinary meeting be necessary.
- No student will be excluded for a first breach of discipline, except in cases of gross misconduct.
- Students have the right to appeal to the Board of Trustees against any disciplinary action taken.

3. Informal discussions

Before taking formal disciplinary action, the Faculty Directors will make every effort to resolve the matter by informal discussion with you. Only where this fails to bring about the desired improvement will the formal disciplinary procedure be implemented.

4. First or formal verbal warning

If conduct or performance is unsatisfactory, the student will be given a verbal warning by the Faculty Directors at a meeting. Such warnings will be recorded but disregarded after one academic term (6 weeks) of satisfactory conduct, providing there have been no subsequent disciplinary issues.

5. Written warning

If the conduct is regarded as more serious or the employees work or conduct are considered unsatisfactory after they have received a formal verbal warning, a disciplinary meeting may be called. At this meeting a written warning will be issued by the Faculty Directors, and a copy sent to the students home address for the attention of parents/guardians.

After a period of 3 months, if no further disciplinary action has been found necessary and the minor breach has been resolved, the warning will expire.

6. Final written notice of exclusion

If the student's work or conduct fails to improve, or where the allegation is particularly serious, the college will follow the same procedure for a written warning. If proven, a final notice of exclusion will be given to the student on behalf of the Board of Trustees. This exclusion may be temporary or permanent at the discretion of the Board and college management, dependent upon the seriousness of the allegation.

Under clause 6 of the Terms and Conditions of Enrolment at Read Dance and Theatre College, full fees will still be due for the academic year and under clause 3 of the same, Bursary funding may be withdrawn.

7. Bullying

Bullying – whether physical, emotional, online, or offline, will not be tolerated at READ College. Any allegation of bullying will be taken most seriously and investigated fully by the college management. Under circumstances where an allegation of bullying is made and proven, a decision will be taken by the Board of Trustees to immediately forward the student to clause 8 of this policy (gross misconduct) leading to immediate withdrawal from the college.

8. Gross misconduct

A student can be withdrawn from the college without notice on grounds of gross misconduct. The student will be suspended while the circumstances of the alleged incident are investigated.

Gross misconduct will include:

Wilful and deliberate damage to college property or buildings.

Causing deliberate injury to a student or staff member, or deliberately putting them at risk of injury.

Committing any criminal act.

Bringing banned or illegal substances onto college property.

Physical or psychological bullying of any student or member of staff.

Bringing the college into disrepute in the media, by word of mouth, or on social media whether on- or offline.

A permanent withdrawal of the student's place at Read Dance and Theatre College must be confirmed in writing within 10 working days of the date of the disciplinary interview.

Where a student is withdrawn from the college or internally disciplined because of misconduct relating to a child, we inform the Department for Children, Schools and Families, other relevant agencies and follow Local Safeguarding Children's Board guidelines.

9. The right to appeal

If the student wishes to appeal against any disciplinary decision, they must appeal, in writing, within five working days of being notified of the decision. Appeals should be directed to the Board of Trustees of Read Dance and Theatre College, via the college's registered address.