

Harassment and Sexual Misconduct Policy

Alternative formats:

Please contact a member of staff in Student Services if you have a disability which makes it difficult to read this document or other information online. We can provide this information in a suitable alternative format.

Reference Points:

LAMDA's Harassment and Sexual Misconduct Policy is underpinned by:

- Equality Act 2010: <https://www.legislation.gov.uk/ukpga/2010/15/contents>
- Office of the Independent Adjudicator: <https://www.oiahe.org.uk/resources-and-publications/good-practice-framework/disciplinary-procedures/part-b-non-academic-disciplinary-procedures/>
- Sexual Offences Act 2003: <https://www.legislation.gov.uk/ukpga/2003/42/data.pdf>
- Stalking or Harassment: The Crown Prosecution Service <https://www.cps.gov.uk/legal-guidance/stalking-or-harassment>
- Universities UK Guidance for higher-education institutions: How to handle alleged student misconduct: <https://www.universitiesuk.ac.uk/sites/default/files/field/downloads/2021-07/guidance-for-higher-education-institutions.pdf>
- Office for Students: guide for students to harassment and sexual misconduct <https://www.officeforstudents.org.uk/for-students/student-rights-and-welfare/student-guide-to-harassment-and-sexual-misconduct/>

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1. Purpose of this policy

1.1 This document:

- Sets out the measures LAMDA takes to protect students from harassment and sexual misconduct
- Describes how LAMDA handles incidents of harassment and sexual misconduct
- Describes the support LAMDA provides to those involved in such incidents, and the training it provides for staff and students

1.2 This document therefore expands upon other policy documents governing LAMDA's Drama School, including the Student Regulations, the Student Misconduct Policy, the Safeguarding and Concern Policy, and the Policy on Relationships between Staff and Students.

1.3 For ease of use, the relevant extracts from these other documents are included as Annexes to this document, so that everything necessary for implementing this policy is readily available in one place.

2. Key Provisions

2.1 Definitions

2.1.1 **Harassment** is defined as follows:

Unwanted conduct related to a protected characteristic that:

- (i) *violates someone's dignity; or*
- (ii) *creates an intimidating, hostile, degrading, humiliating or offensive environment for that person, where in the circumstances it is reasonable for the conduct to have that effect.*

In determining whether behaviour amounts to harassment, LAMDA will take into account its duties to secure freedom of speech and academic freedom and will apply a rebuttable presumption that students being exposed to any of the following is unlikely to amount to harassment:

- The content of higher education course materials, including but not limited to books, videos, sound recordings, and pictures
- Statements made and views expressed by a person as part of teaching, research or discussions about any subject matter which is connected with the content of a higher education course.

Examples of harassment include:

- Deliberately excluding a person or refusing to co-operate with them based on their actual or perceived protected characteristic
- Jokes, name calling or comments based on a person's actual or perceived protected characteristic
- The expression and perpetuation of stereotypes relating to protected characteristics
- Incitement of hatred and/or prejudice towards individuals of a particular group
- Inappropriate remarks about a person's appearance or dress

2.1.2 **Sexual Misconduct** is defined as follows:

Any unwanted or attempted unwanted conduct of a sexual nature, including:

- Verbal harassment such as whistling, catcalling, sexual comments, sexual innuendo, telling sexual jokes and stories, spreading rumour about a person's sex life
- Non-verbal harassment such as staring, displaying pictures of a sexual nature (including online and image-based abuse), sending communications with a sexual content, making sexual gestures, asking for sexual favours, non-consensual sexual touching, attempting to engage in a sexual act without consent
- Sharing private sexual materials of another person without consent (revenge porn)

- Sexual assault
- Rape

2.1.3 **Consent** is defined as agreeing by choice and having the freedom and capacity to make that choice.

Freedom of choice means an individual knows nothing bad would happen to them if they said no. A person is not considered to be free to choose if they are being threatened with violence, being blackmailed or if there is an abuse of a power imbalance due to age, status and/or authority, or some kind of dependency (e.g. emotional or financial).

Capacity concerns whether someone is physically and/or mentally able to make a choice and to understand the consequences of that choice. A person is not considered capable of consent if they are asleep or unconscious, and may not be considered capable if they are under the influence of drugs or alcohol, or they have a relevant disability or impairment, including a learning difficulty, physical disability or mental health condition.

Consent cannot be assumed on the basis of a previous sexual encounter or previously given consent, and it may be withdrawn at any time.

2.1.4 A **Disclosure** means an individual choosing to tell anyone who is part of the LAMDA community about an incident of harassment or sexual misconduct.

2.1.5 A **Report** is the official sharing of information with a staff member of LAMDA regarding an incident of harassment or sexual misconduct experienced by that individual, for the purposes of initiating an investigation process by LAMDA.

2.2 Scope

This policy applies to all students enrolled on courses at LAMDA, including those who have interrupted their studies and those who have been temporarily suspended under another procedure.

3. Expectations

3.1 LAMDA's mission is to foster exceptional talent through world-leading performance arts training, ensuring inclusive access and empowering students to enrich global culture by excelling on the world stage. The ensemble is at the heart of LAMDA's values, and the ensemble is:

- Inclusive
- Collaborative
- Compassionate

LAMDA's behaviours are more than what we do, they make us what we are. We are:

- Respectful
- Inspiring
- Innovative
- Supportive
- Inquisitive
- Rigorous

3.2 These values and behaviours inform LAMDA's Student Regulations, the Staff Code of Conduct and all of our other policies. LAMDA expects all staff and students to uphold these values and model these behaviours.

3.3 Harassment and sexual misconduct will not be tolerated. LAMDA will investigate reported incidents, and handle each case fairly, consistently and with seriousness.

- 3.4 Please refer to the Intimacy and Ensemble Guidelines for more details of LAMDA's practice and expectations in the studio and on stage.
- 3.5 In applying this policy, LAMDA will have particular regard to, and place significant weight on the importance of freedom of speech within the law, academic freedom and tolerance for controversial views in an educational context and environment. This policy will be interpreted and applied in a manner compatible with LAMDA's Code of Practice on Freedom of Speech ("Code"). The Code sets out LAMDA's values relating to freedom of speech, the procedures to be followed when arranging events on LAMDA-controlled premises, LAMDA's expectations regarding conduct at such meetings and the criteria LAMDA uses when considering event approval. For the avoidance of doubt, if there is a conflict between this policy and the Code, the Code will prevail.

4. Staff-student relationships

- 4.1 LAMDA has introduced a clear policy prohibiting intimate personal relationships between staff and students. For the avoidance of doubt, 'staff' includes all permanent, temporary and contract staff employed by and/or paid by LAMDA, and any third party (e.g. a placement provider) who is in a position of authority in relation to a student.
- 4.2 The policy is available in full on the LAMDA website and internally via SharePoint, and is also enclosed below, as **Appendix 1**. Its purpose is to protect students and staff from allegations of actual or perceived conflicts of interest, and to avoid circumstances where a position of power may be abused.
- 4.3 Where such a relationship exists prior to the start of a contract of employment or a student's enrolment, it must be declared. It is the responsibility of the member of staff involved to make this declaration to a member of the HR team.

5. Related policies

5.1 Student incidents

Incidents of alleged harassment or sexual misconduct by students will be investigated under the arrangements described in the Student Misconduct Policy. An extract from this policy is given at **Appendix 3**.

5.2 Staff incidents

Incidents of alleged harassment or sexual misconduct by staff will be investigated under the arrangements described in the Staff Disciplinary Policy.

6. Disclosure, reporting and investigating

6.1 Disclosures

Students are encouraged to disclose any incidents of harassment or sexual misconduct which they experience or witness, and all LAMDA staff are able to listen and signpost to appropriate support. However, where a student wishes to make a disclosure, they are encouraged to approach the Student Services team, as they are best placed to offer appropriate advice and support.

The Student Services team and their contact details are listed here
<https://www.lamda.ac.uk/student-services-staff>

At least one member of the team will be available in person every working day during term time.

All disclosures will be treated confidentially, and will be shared only with the permission of the disclosing party. The only exception to this, when LAMDA might take action without the prior consent of the disclosing party, is when there is an immediate safeguarding concern relating to anyone involved, or the wider LAMDA community. While such decisions often need to be made rapidly, they must always be informed by a risk assessment.

6.2 In-person and online reports

LAMDA provides two routes through which students can make a report:

a) via the [online report form](#)

or

b) directly to a member of the Student Services team (in person, or via phone / email / Teams)

This is the same process as for reports of other forms of alleged misconduct. Where an in-person report is made, the person receiving the report will avoid asking leading questions about what happened to protect any subsequent investigation process, and will try to record as much information as possible to reduce the need for the reporting party to repeat the report multiple times.

When an online report is made, it will be reviewed as soon as possible during standard working hours by a trained member of the Student Services team. They will then contact the reporting party to discuss the next steps and offer any appropriate support.

6.3 Anonymous reports

LAMDA will not normally act solely on the basis of anonymous reports of misconduct. Anonymous reporting can help LAMDA to build up an understanding of an issue or situation, and Student Services will consider all anonymous reports received. However, it is almost always preferable to speak confidentially to one of the Student Services team, so that appropriate support can be offered.

6.4 Emergencies

In an emergency out of normal working hours, or if there is immediate danger, or if there are any urgent medical issues that require immediate attention, you should call 999. During LAMDA's opening hours, you should also alert the Customer Service Desk at Reception if First Aid is required.

6.5 Reports and risk assessments

Following all reports of harassment or sexual misconduct, Student Services will carry out a risk assessment. This will determine the welfare, support and academic needs of all the parties involved, and consider any precautionary measures that might be necessary to protect either party or the LAMDA community, within the terms of the policy for Emergency Suspension and Exclusion. The risk assessment will take place no matter what action the reporting party wishes to take having made their report.

6.6 Investigations

Where a report of alleged misconduct is made, it will be investigated in accordance with either the Student Misconduct Policy or the Staff Disciplinary Policy.

If the reporting party contacts the police about the incident they have reported to LAMDA, and a criminal investigation begins, then LAMDA will normally pause its own investigation pending the initial findings of the police investigation. As provided for in the Student Misconduct Policy, and in the policy for Emergency Suspension and Exclusion, the Principal has the power to suspend or exclude students immediately as a precautionary measure, pending the outcome of an investigation.

6.7 Confidentiality clauses

LAMDA will not impose confidentiality clauses or non-disclosure agreements (NDAs) to restrict any party from disclosing information about an experience which falls within the definitions and scope of this policy. For the avoidance of doubt, this also includes incidents in which an outside organisation (e.g. a placement provider) is involved.

7. Support services

- 7.1 LAMDA's support services will be initiated by the receipt of a disclosure or report (as outlined above), or following the receipt of a disclosure/report via another route (such as an application for mitigation, a complaint, or an academic appeal). Support will be offered whether or not a disclosure/report leads to an investigation and a disciplinary procedure.
- 7.2 Wherever possible, students will be given a single named point of contact through which all correspondence and support (external or internal) will be routed. Where a disciplinary procedure is launched, a different point of contact will be given to the reporting and responding party respectively, wherever possible.
- 7.3 Support at LAMDA will be sensitive and confidential, and will include advice about the resources available through LAMDA and through external agencies and services. This may include wellbeing support such as counselling. In the case of recent sexual violence, and if appropriate, the reporting party may be signposted to an independent external agency such as Rape Crisis or LAMDA's closest referral centre for rape and sexual assault (SARC) which is Paddington Haven (near St Charles Centre for Health and Wellbeing in Ladbroke Grove). The Haven can be contacted 24/7 for urgent advice or an appointment on 020 3299 6900.
- 7.4 Other support may include liaising with course leaders and the Academic Services team, to ensure that students affected are able to continue with their studies if they wish to do so, and with accommodation providers and the Finance department as necessary. Students will always be consulted before any wider consultations like this take place, and support will always take into account any specific needs a student may have, as outlined in their Learning Agreement for instance, and will also consider any protected characteristics.
- 7.5 Further resources and sources of advice are listed in **Appendix 2**.

8. Training

8.1 Online training: all staff and students

All staff and students will be required to complete online training modules on consent and on sexual misconduct. For HE staff and students, this will be hosted on Canvas.

8.2 In-person training: all students

All students on HE courses will be required to participate actively in in-person training events that cover consent, harassment and sexual misconduct. These sessions will be timetabled to take place during induction, and attendance will be compulsory for all students. In exceptional cases a student may be permitted to opt out of these sessions if there is a risk of re-traumatising or severe triggering taking place; the Admissions and Student Services Manager will consider requests for opt-outs, and ensure that the student concerned still receives the necessary information.

Training will build on the material covered by the online baseline training, and will be facilitated by members of the Student Services team. The sessions will include: an overview of this policy and LAMDA's expectations; signposting to the support services offered at LAMDA and externally; a facilitated discussion of consent, harassment and sexual misconduct; and bystander training.

The contents and structure of these student training sessions will be discussed in advance with SU representatives, and will be regularly reviewed and evaluated as set out below in

section 9. This regular consultation has the aim of ensuring that the training is effective, and results in improvements to the experience of students at LAMDA, particularly those students most likely to be adversely affected by the issues covered in this policy.

Many of LAMDA's HE courses also include timetabled sessions which consider issues around consent and intimacy in relation to the performing arts industry. These sessions will explicitly aim to build on the common baseline of expectations and training which all students will undergo. Please refer to the Intimacy and Ensemble Guidelines for more details of LAMDA's practice and expectations in the studio and on stage.

8.3 In-person training: staff

LAMDA will provide tiered levels of staff training, as appropriate to the roles being undertaken by those staff.

All LAMDA staff are required to attend in-person training on harassment and sexual misconduct as part of their induction to LAMDA.

The Board of Trustees is responsible to the Office for Students for compliance with Condition of Registration E6, and members of the Board will therefore undergo the same training as members of staff.

Staff responsible for hearing disclosures, handling incident reports or processing misconduct cases which fall within this policy will receive additional training, including access to national support networks and best practice training from relevant organisations in the wider education sector.

9. Accessibility, monitoring and evaluation

- 9.1 LAMDA will ensure this policy is easily accessible to applicants, current students and staff. It will be published on LAMDA's external website, and also made available via Canvas and LAMDA's internal SharePoint site. Staff and students will be directly informed annually of the existence of this policy, in writing. It will be referenced in promotional material (such as the prospectus) and in the Student Regulations.
 - 9.2 This policy is owned by the Student Services team. Students have been consulted on the development of this policy, and will be consulted on any subsequent revisions. The policy has been approved by the Student Staff-Liaison Committee, Academic Board, and the Board of Trustees.
 - 9.3 LAMDA will continue to participate in official national surveys of students' experience of harassment and sexual misconduct.
 - 9.4 Data on incidents which fall within the scope of this policy will be retained for monitoring purposes, in line with LAMDA's Data Retention Policy. Data will be gathered via the online report forms which trigger investigations, via prevalence surveys, from training feedback, and from attendance records. Such data will be used to create anonymised annual reports for the purposes of monitoring trends, improving services and preventing future incidents. These reports will be considered by the Senior Management Team, the Board of Trustees and any other relevant LAMDA committee.
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Version Control: Document History and Next Review

Academic Board has responsibility for approval of any amendments to this policy and for keeping all such academic policies under regular review.

Version	1
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Owner	Student Services

Appendix 1: Staff-Student Relationship Policy

Reference Points

This policy is related to the following staff policies:

- Staff Disciplinary Policy
- Social Media policy
- Bullying and harassment policy
- Grievance procedure
- Safeguarding policy

This policy is underpinned by:

- Office for Students: guide for students to harassment and sexual misconduct
<https://www.officeforstudents.org.uk/for-students/student-rights-and-welfare/student-guide-to-harassment-and-sexual-misconduct/>

1. Scope

- 1.1 LAMDA is committed to the promotion of an inclusive, respectful and considerate community. LAMDA expects every staff member, consultant and student to behave in a respectful, inclusive and responsible manner towards all members.
- 1.2 The policy sets out the expectations and obligations of employees, workers and consultants with respect to personal relationships between students and staff, regardless of sexual orientation and identity.
- 1.3 For the avoidance of doubt, employees include all staff – academic and non-academic - including student mentors in a position of trust.
- 1.4 Workers comprise casual workers who teach or engage with students in any capacity for any duration.
- 1.5 Consultants comprise of artistic directors, writers, examiners and producers on a freelance engagement who work with students and staff at LAMDA. For the purposes of this policy, this includes staff at placement providers who are responsible for supervising and assessing the work of students who are on a placement.
- 1.6 All of the above groups are in a position of trust, and it is vital to demonstrate exemplary behaviour. Utmost care must be taken to ensure that your actions aren't misinterpreted on any occasion by anyone despite being well intentioned. Furthermore, you should always give due consideration to what is an appropriate environment and what is appropriate conduct in relation to the activities that you are undertaking.
- 1.7 This policy will be applied in a manner consistent with upholding freedom of speech and academic freedom protections, in line with sections 3.5 and 4.2 of LAMDA's Code of Practice on Freedom of Speech ("Code"). In particular, no member of academic staff will be subject to disciplinary action as a consequence of exercising their right to freedom of speech or academic freedom within the law. The Code sets out LAMDA's values relating to freedom of speech, the procedures to be followed when arranging events on LAMDA-controlled premises, LAMDA's expectations regarding conduct at such meetings and the criteria LAMDA uses

when considering event approval. For the avoidance of doubt, if there is a conflict between this policy and the Code, the Code will prevail.

2. Purpose of the policy

- 2.1 LAMDA recognises that some socialising between staff and students is inevitable in the drama school environment, however the nature of staff/student relationships imposes particular responsibilities and duties on staff. This policy is intended to ensure that appropriate safeguards and processes are in place to prevent any abuse of power and sexual misconduct.
- 2.2 This policy seeks to protect students and staff from allegations of actual or perceived conflicts of interest, and to avoid circumstances where a position of power may be abused. In doing so it seeks to ensure a positive and supportive working environment where all are treated fairly.
- 2.3 Subject to paragraphs 2.5 and 5 below, LAMDA prohibits any intimate relationships between staff and students.
- 2.4 LAMDA also prohibits close personal relationships between staff and students where there is a direct supervision, management, welfare or pastoral role or responsibility for the student's academic studies.
- 2.5 A breach of this policy will be dealt in accordance with LAMDA's Staff Disciplinary Policy. If such a relationship exists before someone becomes a staff member, they must declare it, or make such a declaration when a student is enrolled that they have been in or are in a relationship with a student, and appropriate boundaries will be put in place. This might include, for example, ensuring that the member of staff was not involved in teaching or assessing the student.

3. Guidance for Staff

- 3.1 In order to maintain appropriate relationships with students, and to help reduce the risk of sexual misconduct, abuse of power or conflict of interest, staff should:
 - Maintain an appropriate physical and emotional distance from students and perform their duties in the best interests of LAMDA without favour towards any individual student over another student.
 - Avoid creating special friendships with students, as this may be seen as grooming.
 - Ensure that where they have a pre-existing relationship with a student, a conflict of interest declaration is made to the HR department prior to the commencement of their employment or when the student concerned enrolls.
 - Use their LAMDA email account, telephone, software applications and internet access for communications with students where possible, avoiding personal messaging or making use of any of the social media channels (such as WhatsApp, Messenger, Instagram or X). For the avoidance of doubt, if WhatsApp is used, it must be ensured that this is for a limited period of time until a particular piece of work is complete and is strictly limited for the purposes of the project to hand.
 - Set an example by writing and communicating with students in a professional manner at all times. Any email sent to a student or a colleague about a student may be disclosed to the student or their nominated legal representative in accordance with the Data Protection Act.
 - Staff should not give their personal mobile phone number to a student. Staff should use their work telephone numbers which may be diverted to their personal mobile without having to divulge their personal number. LAMDA's communication channels such as LAMDA email, Zoom or Microsoft Teams could be used as an alternative. On LAMDA trips, such as Edinburgh, staff should use a LAMDA PAYGO mobile.
- 3.2 Where staff have a primary role of providing supervision, teaching, or pastoral care to students (including personal tutors), staff should:

- Ensure that in-person meetings and discussions occur on site at LAMDA. Where not possible, it must be ensured that the meeting occurs in a public venue, such as a library or a café.
- Refer students with support needs to Student Services or Academic Services as appropriate, and limit their role in providing personal support to a student where this is not part of their employment duties.
- Refrain from contacting students outside of reasonable working hours.
- Not seek personal information from a student except any relevant, medical information for special consideration, or personal circumstances information.

4. Guidance on unacceptable behaviour towards students

4.1 Please note that the below is not an exhaustive list of examples:

- Physical touching that could be construed as sexualised (e.g. touches of the shoulder or squeezes of the leg), or comments or questions of a sexual nature (whether verbally or electronically).
- Paying undue special attention to a particular student which may be seen as grooming.
- Accepting gifts from a student.
- Inviting an individual student to your private home or room without others present, or visiting their home or room.
- Asking a student to care for your child, or to house sit whilst on holiday, or perform any other personal services or work-related duties.

5. Relationships between members of staff

5.1 Relationships between members of staff are not prohibited. However, in order to prevent potential abuse of power or perceived or real conflicts of interest, staff must declare close personal or intimate relationships as soon as possible to their line manager and Head of HR in either of the following situations:

- Where a relationship begins that may give rise to a real or perceived conflict of interest, exploitation, favouritism or bias.
- Where a relationship already exists and a new situation arises that may give rise to a real or perceived conflict of interest, exploitation, favouritism or bias. For example, two staff members in a relationship who worked in different departments who now work in the same department.

Where staff are in an intimate or close personal relationship, consideration will be given on how to prevent conflicts of interest, breach of confidentiality or unfair advantage gained (or perceived to be gained) from the overlap of a personal and professional relationship. This may include finding alternative line management arrangements.

The line manager will only inform other relevant members of staff about the relationship (e.g. in order to explain a change in management arrangements) if the individuals concerned agree.

Staff are reminded of possible power imbalances within intimate and close personal relationships. Relationships between employees in which one has direct or indirect authority over another at work are strongly discouraged.

In order to maintain appropriate relationships with colleagues/peers, and help reduce the risk of abuse of power or conflict of interest, staff should maintain an appropriate physical and emotional distance from other staff while working.

6. Inappropriate conduct

- 6.1 Unprofessional or inappropriate conduct towards a student or staff member is not acceptable. This may breach the Bullying and Harassment Policy and/or Staff Disciplinary Policy
- 6.2 A staff member should seek advice immediately if they feel they have been subject to unprofessional or inappropriate conduct from a student or colleague, by speaking to their line manager or the Head of HR to ensure appropriate support is provided.

7. Declaration

- 7.1 All declarations are to be made as soon as reasonably practicable and always within one month. As the declaration contains sensitive personal data it will be stored securely and managed in compliance with data protection legislation. Such declarations will be treated respectfully, sensitively and confidentially, and the wishes of both parties respected as far as is possible.
- 7.2 Staff who are unsure whether they have a close personal or intimate relationship with a student or staff member should seek advice from their line manager or the Head of HR. Staff are encouraged to seek advice if the other party expressly does not wish the relationship to be reported.

8. Breach of policy

- 8.1 An intimate relationship between a staff member and student is a breach of this policy and will be investigated under the Staff Disciplinary Policy.
- 8.2 Failure to disclose a close personal or intimate relationship with a student, or with a colleague where there is a real or perceived conflict of interest, breach of trust or confidentiality, may be investigated under the Staff Disciplinary Policy.
- 8.3 This policy forms part of LAMDA's regulatory and conduct framework and is binding on all staff in relation to expected behaviour and disciplinary matters. This policy is not contractual and may be varied from time to time.

9. Summary for Students

- 9.1 The following text will be included in the Student Handbook.

What You Can Expect from Staff at LAMDA: A Summary for Students

At LAMDA, we are committed to fostering a respectful, inclusive, and professional learning environment. This summary outlines what you can expect from staff and how we protect your wellbeing and academic experience.

No Intimate Relationships

- Staff, including full-time, part-time, freelance, and visiting professionals, are not permitted to have intimate or close personal relationships with students.
- If such a relationship exists before someone becomes a staff member, they must declare it and appropriate boundaries will be put in place.

Professional Boundaries

- Staff are expected to keep professional and emotional boundaries in place, and treat all students equally and fairly.
- Communication should take place through official LAMDA channels (e.g. LAMDA email, Teams), not personal messaging apps.
- Meetings between staff and students should happen in professional or public spaces—never in private homes.

Unacceptable Behaviour

Staff must not:

- Make sexual or suggestive comments or physical contact.
- Ask students to do personal tasks unrelated to their training (e.g. babysitting, running errands).

Reporting Concerns

If a member of staff acts inappropriately, students can speak to:

- Their personal tutor or a trusted staff member
- Student Services
- The Director of People & Culture

All reports will be taken seriously and handled confidentially. Students will be supported throughout the process.

Why This Matters

This policy helps prevent the misuse of power and protects everyone's right to a safe and supportive training environment. It also ensures we meet national standards, including those set by the Office for Students (Condition E6).

Version Control: Document History and Next Review

SMT has responsibility for approval of any amendments to this policy and for keeping all such academic policies under regular review.

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Owner	Human Resources

Appendix 2: Sources of support for staff and students

LAMDA Resources

The health and wellbeing pages on SharePoint (also linked from Canvas) contain information on services offered directly at LAMDA and by external organisations:

[Health and Wellbeing resources](#)

[LAMDA Student Mental Health and Counselling resources](#)

Admissions and Student Services Manager amy.richardson@lamda.ac.uk

Student Wellbeing Manager samuel.kusi.addai@lamda.ac.uk

Student Advisor Student.Advisor@lamda.ac.uk

LAMDA Support and Report form <https://forms.office.com/e/qvfwxgLPkW>

Selected External Resources

The Havens <https://thehavens.org.uk/>

The Havens are specialist centres in London for people who have been raped or sexually assaulted.

There are centres in Camberwell, Whitechapel and Paddington.

You can book an appointment, or call for advice on tel. 020 3299 6900. They are available 24 hours a day, 7 days a week.

Rape Crisis <https://247sexualabusesupport.org.uk/>

Charity working to end child sexual abuse, rape, sexual assault, sexual harassment and all other forms of sexual violence. Run a 24/7 support phone line and chat service offering advice and support for rape and sexual abuse. Tel. 0808 500 2222

Suzy Lamplugh Trust <https://www.suzylamplugh.org/Pages/Category/national-stalking-helpline>

Practical advice and information to anyone who is currently or has previously been affected by harassment or stalking.

Revenge Porn helpline <https://revengepornhelpline.org.uk/>

Service supporting adults (aged 18+) who are experiencing intimate image abuse, also known as revenge porn. The Revenge Porn Helpline was established in 2015 alongside the legislation which made it an offence to share intimate images or videos of someone, either on or offline, without their consent.

Reporting offences to the police <https://www.police.uk/ro/report/rsa/alpha-v1/v1/rape-sexual-assault-other-sexual-offences/>

This official service will help you report rape and sexual assault, and other sexual offences like indecent exposure and upskirting. You can also report sexual harassment using this service.

Appendix 3: Extract from Student Misconduct Policy, sections 7-11

Note: the policy is available in full on the LAMDA website and on Canvas.

7. Reporting misconduct

7.1 If you wish to report alleged misconduct, including alleged harassment or sexual misconduct, you can either:

- a) contact any member of the Student Services team in person, by email or by phone, or
- b) fill in the online form linked from Canvas.

The form will be emailed to the relevant person for review. Your allegation should state the type of alleged misconduct (see **Appendix 1** of the full policy document).

If you have made an allegation, you may be asked to a confidential meeting to discuss this.

7.2 Anonymous reports

LAMDA will not normally act solely on the basis of anonymous allegations of misconduct. Anonymous reporting can help LAMDA to build up an understanding of an issue or situation, and Student Services will consider all anonymous reports received. However, it is almost always preferable to speak confidentially to one of the Student Services team, so that appropriate support can be offered.

7.3 Submitting an allegation which is found to be false, misleading, frivolous or in bad faith is prohibited and may be considered misconduct.

8. Minor Misconduct: Informal Procedure (Level 1)

8.1 LAMDA recognises that some student conduct can and should, where appropriate, be dealt with informally by members of staff. Staff should engage with specialist support as appropriate, so that an investigation may be managed inclusively. Staff may also direct students to appropriate specialist support (such as well-being services). **Figure 1** (page 19) shows the stages of informal and formal misconduct procedures.

8.2 Types of minor misconduct

Examples include:

- failure to conform to attendance requirements (early stage)
- inappropriate behaviour in class, including inappropriate attire
- inappropriate behaviour on LAMDA's premises, for example, littering.

These are relatively minor and LAMDA acts at an early stage, so that you may improve your conduct.

8.3 Outcomes

A member of staff authorised by the Principal may issue an informal warning regarding future conduct, and/or indicate targets for improvement and/or a timeframe within which a further informal review of the student's conduct will be arranged.

An informal warning will not go on your student record. As appropriate, the member of staff shall advise you that failure to meet expectations may result in referral to the formal procedures.

9. Serious Misconduct: Formal Procedure (Level 2 and 3)

Where it is not appropriate to deal with the alleged misconduct by informal (Level 1) procedures, then the formal procedure is followed (Levels 2 and 3).

At any stage of formal procedures staff must be mindful of Learning Agreements or other specialist needs and ensure that communications are presented in a way which are clear and accessible to the students involved.

Appendix 4 shows the stages of informal and formal misconduct procedures.

9.1 Investigating Officer

The Principal will appoint a member of staff to act as the Investigating Officer (IO). The IO will be a senior member of professional services or academic staff, unconnected to the student, the matter complained of, or to any people involved in the complaint. The IO will be formally trained in the conduct of investigations.

9.2 Preliminary Investigation: information-gathering and review

The Investigating Officer (IO) will conduct a Preliminary Investigation to determine what action, if any, should be taken. The IO will normally notify you in writing of this investigation, giving an expected date/timeline for its conclusion, and of any support available.

The IO may make any necessary enquiries to acquire further information. This may include:

- inviting the student concerned to make a written response to the allegations
- interviewing any parties who may be able to provide necessary information
- seeking documentary evidence where appropriate e.g. emails, logs from relevant LAMDA systems or other relevant evidence.

The IO will review the information provided regarding the allegation and will determine whether there is sufficient evidence to proceed under this policy.

Investigation will not normally be carried out into anonymous allegations of misconduct, except where there is just cause and/or reasonable grounds to do so. This will be determined by the IO in conjunction with a senior member of academic or administrative staff. A rationale for undertaking the investigation of an anonymous allegation will be recorded.

9.3 Interview (optional)

If the Investigating Officer (IO) believes that more information is needed, they will invite you for an interview to acquire further information.

If an interview is to take place:

- You will be notified via your LAMDA email at least 48 hours in advance of the meeting.
- You will not be required to attend (although it is in your interests to do so). However, should you fail to attend without good reason, the IO will proceed in your absence.
- No recording of the interview will normally be permitted; agreed written notes will be taken.
- The IO has the discretion to terminate the interview at any point, for example, if any attendee displays unacceptable behaviour.
- You should normally give the IO at least 24 hours' notice of anyone expected to accompany you.
- Normally another member of staff will also be present to take notes. This person does not take part in the decision-making

9.4 Outcomes of an investigation: Preliminary Investigation Report

On completion of the Preliminary Investigation, the IO will complete a Preliminary Investigation Report, detailing the alleged breach of this policy, the established facts, the findings, and the outcome which they are recommending.

The Preliminary Investigation Report will state one of the following recommendations:

- a) no further action is required, or

- b) remedial action via an informal resolution route, or
- c) the case should be referred to a Disciplinary Interview (Level 2), or
- d) the case is serious enough to be referred to a Misconduct Hearing (Level 3).

The student will be notified in writing, by email to their LAMDA email account, of the outcome of the Preliminary Investigation within seven working days of the conclusion of the Preliminary Investigation.

10. Formal Procedure (Level 2): Disciplinary Interview

- 10.1 A Level 2 Disciplinary Interview will be held when this is the recommended outcome of a Preliminary Investigation. The aim of the Disciplinary Interview is to determine if an allegation of misconduct can be substantiated and to decide appropriate outcomes.

A senior member of staff (normally a Course Leader from a course you are not taking) will invite you to a private Disciplinary Interview.

You will be notified at least 48 hours' notice in advance of the Interview and be given the option of having a supporter present. You will be provided with details of the allegation(s) and copies of all documents relating to the case.

You should make every effort to attend the Disciplinary Interview. If you fail to attend without good reason, the member of staff will normally go ahead in your absence and will base their decision on the information that is available.

At the Interview, you will be asked to confirm that you understand the purpose of the meeting. The nature of the alleged misconduct will be made clear to you. You will then be allowed to put your own case forward.

Normally, no recording of the interview will be permitted; agreed written notes will be taken, usually by another member of staff. This person does not take part in any decision-making.

All disciplinary proceedings must be conducted in a calm, professional manner by all involved. If inappropriate conduct occurs, either party has the right to suspend the interview until the Interview can be held in an appropriate manner. Student support services should be used as needed so that interviews are inclusive.

10.2 Level 2 Outcomes

The member of staff conducting the Disciplinary Interview will decide whether the allegation(s) made against you have been proven on the balance of probabilities. If the allegation(s) are upheld you will receive either a verbal warning, written warning or final written warning. A warning may also include one of the penalties set out at [section 11.8](#) below.

10.3 Communication of outcomes

The outcomes of a Disciplinary Interview will be shared with you, the Senior Management Team, and, where deemed appropriate, with relevant academic staff to support future good practice. If the Disciplinary Interview arose from a complaint by another student, they will also be provided with relevant information in accordance with paragraph 3.10 above. A report may be produced for the Senior Management Team to consider, if the case highlights areas for LAMDA to improve its processes and procedures.

10.4 Appeals

Where a student wishes to disagree with the conduct or outcome of a Disciplinary Interview, they have the right to appeal in accordance with section 12 of the full policy, which is available on the LAMDA website and on Canvas.

11. Formal Procedure (Level 3): Misconduct Hearing

11.1 A Misconduct Hearing will be held when this is the recommended outcome of a Preliminary Investigation, and is for the most serious cases of alleged misconduct. The aim of the Misconduct Hearing is to determine if an allegation of misconduct can be substantiated and to decide appropriate outcomes.

11.2 The Misconduct Hearing will be conducted by an Adjudicator, appointed by the Vice-Principal Actor Training & Drama School, or the Principal. The Adjudicator is a senior member of professional services or academic staff, unconnected to the student or their programme of study, the matter complained of, the Preliminary Investigation, or to any people involved in the complaint.

Where it is not possible to appoint an Adjudicator from LAMDA's staff (for example, owing to a potential conflict of interest), the Principal may appoint a senior member of staff from another appropriate organisation as the Adjudicator.

The Adjudicator makes the final decision on the processes of the Misconduct Hearing. This includes:

- i. Admission of written or oral evidence or refusal to admit evidence or hear witnesses where this is deemed irrelevant
- ii. Proceeding with a Hearing or adjourning it in the absence of particular participants
- iii. Adjourning the Hearing where the timeframes for providing documentation, or notifying witnesses have not been met, or for other good cause
- iv. Making decisions on any point of procedure

The Adjudicator will appoint a Secretary to provide administrative support and act as note-taker for the Misconduct Hearing. The Secretary does not take part in any decision-making

11.3 Misconduct Hearing: Attendance and Support

If you are unable to attend the Misconduct Hearing on the specified date, you may request a deferral of the Hearing as soon as possible and at least 48 hours before the Hearing, by contacting the Adjudicator (by email) stating the reason(s) for the request. Only one deferral request is permitted. Where the student and/or any other relevant parties do not request deferral and fail to attend a Hearing, the Adjudicator may decide to continue the Hearing or to reschedule. Only one rescheduling opportunity is permitted.

Support

You may be accompanied for support to the Misconduct Hearing by a member of staff, a student representative, or a family member.

LAMDA may also arrange for you to be accompanied by an appropriate person from our external network of Alumni and Global Majority allies (on request).

11.4 Preparation in advance of the Misconduct Hearing

At least 5 working days before the Hearing, LAMDA will send you written notice, via your LAMDA email account, of the following:

- a) the date, time, and venue of the Hearing;
- b) details of how to contact the Adjudicator;
- c) details of any witnesses and/or expert advisers to be called by LAMDA;
- d) all documentary evidence, including the Preliminary Investigation report and copies of any witness statements;
- e) notification of the rules governing the conduct of Misconduct Hearings, as set out in this policy, including the student's right to be accompanied.

At least 48 hours in advance of the hearing, you must normally give LAMDA written notice via your LAMDA email account of the following:

- a) details of any documentary evidence, including any personal written statement and witness statements;
- b) details of any supporter who will accompany you at the Hearing;
- c) details of any witnesses to be called in your defence;
- d) details of any mitigating circumstances, and any evidence in support of this, where appropriate.

Any documentation submitted after this deadline will be accepted at the discretion of the Adjudicator, where it is reasonable to do so and if this will not unduly compromise the proceedings.

The Adjudicator has the discretion to refuse to allow a person to attend where prior written notice has not been given.

11.5 Misconduct Hearing process

- a) All parties will normally attend the Misconduct Hearing at the same time.
- b) Presentation of the case:
 - The Investigating Officer will normally present their case first, and call any witnesses
 - The student may ask questions of the witnesses (or the Adjudicator may determine that questions should be put through him/her)
 - The Adjudicator may ask questions of any witnesses.
 - The student will be invited to reply to the allegations and may call witnesses. The student may also be invited to present any relevant mitigating circumstances.
 - The Investigating Officer and the Adjudicator may ask questions of the student and any witnesses.
- c) Closing statement
 - At the conclusion of all presentations, the student may make a closing statement.
 - The Adjudicator may also make a closing statement and will advise the student of the expected timescale of decisions
- d) Adjudicator's decision

The Adjudicator will aim to reach a decision and findings without adjournment.

However, if the Adjudicator decides that they need further information to reach a decision or for other good cause, they may adjourn the case. The student will be notified of an adjournment normally within one working day.

11.6 Misconduct Hearing: outcomes

The Hearing will determine whether any misconduct allegation(s) have been substantiated.

Once the Misconduct Hearing has reached its findings, it will determine:

- a) any appropriate penalties which should be applied to the student;
- b) any action deemed necessary by either the student, LAMDA or any other relevant party;
- c) whether there are any matters which should be referred under alternative LAMDA policies and procedures.

11.7 Misconduct Hearing: Outcome Letter

The Adjudicator will send a Misconduct Hearing Outcome Letter to the student's LAMDA email address, normally within five working days after the date of the Misconduct Hearing.

The letter will set out the decision of the Misconduct Hearing and confirm the reason for the decision, any actions or penalties that apply and provide information on the right of appeal.

The student will also be advised that the findings and decision of the Misconduct Hearing may be taken into consideration in the event of a future finding of misconduct under this policy.

A record of the outcome and any penalty imposed will remain on the student's record until they cease to be registered as a LAMDA student. Record(s) and evidence of the misconduct, including any records of any suspension or exclusion relating to it, may be retained for six years.

The findings and decisions of the Misconduct Hearing will be communicated to the Principal and any other interested parties as deemed appropriate by the Adjudicator and in accordance with LAMDA's records retention schedule. If the Misconduct Hearing arose from a complaint by another student, they will also be provided with relevant information in accordance with **paragraph 3.10 above**.

11.8 Misconduct Hearing: Penalties

Where the Misconduct Hearing upholds an allegation of misconduct, the Adjudicator may impose one or more penalties. These may be applied simultaneously. In determining the penalty, the Adjudicator will consider:

- a) the severity of the misconduct, including any aggravating factors resulting from its impact;
- b) the student's engagement with LAMDA during the misconduct process;
- c) any evidence of malicious intention;
- d) the number of previous and/or contemporaneous misconduct offences, both non-academic and academic;
- e) whether concerns about conduct have been drawn to the student's attention before this instance;
- f) whether the student is in receipt of any formal warnings, or any other sanctions;
- g) any mitigating circumstances and/or aggravating factors.

The Adjudicator will also consider other potential consequences that may result (for example, disruption of training), so that the penalties applied are relevant and in proportion to the severity of the misconduct.

The Adjudicator may order that any penalty should be applied immediately or should be deferred. The conditions of any deferral will be clearly stated as part of the decision. The imposition of a penalty may be contingent upon the student failing to fulfil any conditions set.

Tables 1 and 2 below indicate the penalties applicable for non-academic misconduct.

Table 1: Penalties applicable at Disciplinary Interview or Misconduct Hearing	
a	A verbal warning.
b	A written warning.
c	A final written warning.
d	A requirement to make a verbal/written apology to any party concerned.
e	The payment by the student of compensation for damage or loss caused, which shall not exceed the value of any damage caused or loss incurred.
f	Withdrawal of privileges (particularly any privileges abused by the student) for a stipulated period of time e.g. casting opportunities.
g	Requirement to remove material deemed inappropriate, whether published in hard copy and/or electronically.
h	Set conditions or expectations for the student's future behaviour. This is normally a written document specifying the conditions to be completed within a given timeframe.

Table 2: Penalties applicable at Misconduct Hearing	
a	Mandatory attendance at a workshop or course within a specified time period. Where a student is required to complete a workshop, course, or restorative exercise, this may result in a delay to graduation.
b	Restorative action such as a reflective statement or project.
c	Restricted ability to contact the complainant, where the complainant is a LAMDA student or staff member.
d	Requiring that the student does not represent LAMDA in a paid or unpaid capacity for a specified period of time. This could include employment by LAMDA on a contractual or casual basis; representing LAMDA at other events, or voluntary roles such as student ambassador or similar. Where a student is contracted to undertake paid employment for LAMDA, action may also be taken under LAMDA's staff disciplinary procedures.
e	Conditions are set for the continuation of student status.
f	Exclusion from, or restrictions concerning, participation in specified activities (including external programme-related activities) or use of specified LAMDA facilities for a stated period. Conditions for return to those activities may be specified.
g	The suspension of the student's studies, in whole or in part, for a specified period or until an agreed review date.
h	Permanent exclusion and removal of student status, and with or without the right to re-register for any further programme of study with LAMDA.
i	Such other penalty as may be deemed appropriate, provided that the penalty is both proportionate and relevant to the misconduct.

11.9 Impact of Misconduct Procedures on Progression and Release of Results

Normally your academic progression will not be affected if misconduct allegations (including any appeal process against a Disciplinary Interview or Misconduct Hearing decision) are under investigation or consideration.

A student involved in a misconduct procedure will normally be permitted to progress through their course whilst an Assessment Board makes a decision concerning academic progression. This is no indication of LAMDA's view of alleged misconduct, nor does it indicate that you will be able to continue with a course of study after a decision of the Disciplinary Interview or Misconduct Hearing. The fact that you are still engaged in study will not be considered as a mitigating factor in the proceedings.

Finalists: If an investigation into non-academic misconduct (including an appeal against a Disciplinary Interview or Misconduct Panel decision) is continuing when the Assessment Board considers your marks for an assessment or award, the marks or final result may be released.

However, you may not normally graduate until the conclusion of the misconduct case. This could mean that a student may not graduate with their peers

Appendix 4: Diagram of Student Misconduct Processes

