



RHCast Disciplinary Procedure

**Aligned with the RHCast Student Code of Conduct and
Buckinghamshire New University standards**

Purpose

This procedure sets out the process RHCast will follow when dealing with breaches of conduct, ensuring fairness, transparency, and alignment with Buckinghamshire New University (BNU) expectations. It applies to all RHCast students, staff, and representatives during any college-related activity, both on-site and online.

The aim is to:

- Uphold the professional, respectful environment outlined in the RHCast Code of Conduct
- Encourage personal responsibility and learning from mistakes
- Maintain the integrity and reputation of RHCast and BNU

Principles

RHCast will handle disciplinary matters in accordance with the following principles:

- **Fairness & Equality:** All individuals are treated equitably, with no discrimination.
- **Right to be Heard:** Everyone involved will have the opportunity to present their version of events.
- **Transparency:** Outcomes will be clearly explained and recorded.
- **Confidentiality:** Information will be shared only with those directly involved.

- **Proportionality:** The level of disciplinary action will reflect the severity of the misconduct.
- **Alignment with BNU:** Where necessary, RHCast will consult with BNU to ensure consistency with University-wide procedures.

Categories of Misconduct

In line with the Student Code Of Conduct

RHCast recognises three categories of misconduct:

Category	Description	Typical Examples
Minor Misconduct	Behaviour that breaches expectations but has limited or temporary impact.	Persistent lateness, untidiness, failure to follow uniform policy, minor breaches of attendance procedure.
Major Misconduct	More serious breaches that have a significant impact on others, the college, or the University.	Repeated minor offences, misuse of recording equipment, disrespectful communication, failure to follow health & safety instructions.
Gross Misconduct	Fundamental breaches of behavioural standards that cause, or could cause, serious harm or reputational damage.	Violence, harassment, bullying, discrimination, theft, substance misuse, or bringing RHCast/BNU into disrepute.

Informal Stage

Minor issues should, where appropriate, be dealt with informally by the Vice Principal, Course Leader or the College Manager through:

- A conversation or informal warning
- Setting clear expectations for improvement
- Monitoring behaviour or attendance

If improvement is not seen, or the misconduct is more serious, the matter progresses to the formal stage.

Formal Disciplinary Procedure

.1 Investigation

- The Vice Principal or a designated investigator will gather evidence and statements.
- The student or staff member will be informed of the alleged misconduct and invited to an investigatory meeting.
- Suspension (for students) or temporary exclusion from classes may occur in cases of potential gross misconduct, purely as a precautionary measure.

.2 Disciplinary Meeting

- The individual will receive written notice of the meeting, including details of the allegation and evidence.
- They may be accompanied by a peer, representative, or family member (students) or a colleague/trade union representative (staff).
- The hearing will be chaired by a senior member of staff not previously involved in the case.

.3 Outcomes

After reviewing all evidence, RHCast may decide on one of the following outcomes:

Outcome	Description	Notes
No Action	Allegation not substantiated.	Case closed.
Informal Warning	Recorded but not placed on permanent record.	Used for first-time minor breaches.
Written Warning	Formal notice of unacceptable behaviour.	Remains on file for 12 months.
Final Written Warning	Serious or repeated misconduct.	Further breach may result in dismissal (staff) or exclusion (students).
Dismissal / Exclusion	Termination of employment or student enrolment.	Reserved for gross misconduct.

Right of Appeal

Individuals have the right to appeal any disciplinary outcome.

- Appeals must be made in writing within 5 working days of the decision.
- The appeal will be reviewed by a senior manager or BNU representative not involved in the original process.
- The outcome of the appeal is final.

Record Keeping

All disciplinary records will be:

- Stored securely and confidentially
- Retained in accordance with data protection law
- Shared with BNU only where relevant to the partnership or progression

Responsibilities

Role	Responsibility
Vice Principal	Oversees all disciplinary matters and ensures procedural fairness.
Course Leader	Manages academic-related issues, reasonable adjustments, and mitigating circumstances.
College Manager	Maintains attendance and behavioural records, and coordinates communication.
EDI Officer	Advises on equality, diversity, and inclusion matters.
BNU Liaison	Ensures RHCast's procedures align with BNU policy.

Reporting and Support

Any concerns, complaints, or breaches should be reported following the Respect, Safety and Wellbeing guidance.

Students and staff have access to confidential welfare support and safeguarding contacts at RHCast and BNU.

Relationship to BNU Policy

This procedure complements, and does not replace, Buckinghamshire New University's Student Code of Conduct and Disciplinary Procedure. In cases of serious or repeated breaches, RHCast may escalate matters to BNU for joint review or formal University-level action.