



***Sexual
Misconduct
and
Exploitation
Policy***



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Sexual Misconduct and Exploitation Policy

Collective Acting Studio is committed to providing a safe environment for all students, faculty, staff, and guests. Any form of sexual misconduct undermines the mission of the studio and will not be tolerated.

For the purpose of this policy whether the harasser intended to be offensive is irrelevant. The limit of acceptable behaviour as described by this policy is up to the recipient to decide. A single incident or persistent behaviour can amount to harassment.

What is Sexual Misconduct and Assault?

Sexual Misconduct

Sexual misconduct is a form of harassment and is unacceptable behaviour of a sexual nature. It can include: sexual harassment; sexual violence; intimate partner violence; sexual assault; grooming; coercion or bullying with sexual elements; sexual invitations and demands; comments; non-verbal communication; creation of atmospheres of discomfort; and promised resources or advancement in exchange for sexual access.

The term 'sexual harassment' captures only some of the possible abuses of power that may occur. Sexual misconduct more specifically raises issues of unequal relationships, consent, and the prevention of equal access to education, opportunities, and career progression.

Sexual Assault

Sexual assault is a criminal offence. A person commits sexual assault if they intentionally touch another person, the touching is sexual, and the person does not consent.

It involves all unwanted physical contact of a sexual nature and ranges from pinching,



embracing, groping, and kissing, to rape and sexual assault which involves penetration without consent.

Consent is agreeing by choice and having the freedom and capacity to make that choice.

Capacity is about whether someone is physically and/or mentally able to make a choice and to understand the consequences of that choice.

Sexual Harassment

Sexual harassment is unwanted and unwelcome words, conduct, or behaviour of a sexual nature that has the purpose or effect of creating an intimidating, embarrassing, hostile, degrading, humiliating or offensive environment for the recipient. It is a misuse of personal or institutional power and can often be based on a person's gender.

Sexual harassment can range from behaviour that stems from obvious to anyone or subtler behaviour less obvious to either the person responsible for the behaviour or to the recipient. Often the impact is not felt or witnessed immediately. The impact may go beyond the recipient to people who see or hear what happens or who try to offer support.

Sexual harassment can include but is not limited to: catcalling, following, making unnecessary and unwanted physical contact, sexual jokes and comments, giving unwelcome personal gifts, wolf-whistling, leering, derogatory comments, unwelcome comments about a person's body or clothing, unwelcome questions about a person's sex life and/or sexuality, engaging in unwelcome sexual propositions, invitations and flirtation, making somebody feel uncomfortable through displaying or sharing sexual material. Sexual harassment does not necessarily occur face to face and can be in the form of emails, visual images (such as sexually explicit pictures on walls in a shared environment), social media, telephone, text messages and image based sexual abuse, such as revenge porn and upskirting.



If you think you have been the target of sexual misconduct, assault, or harassment, it may be hard to know what to do or how to feel. What you do next is your choice.

1. This policy prohibits any form of sexual misconduct, including but not limited to:
 - Non-consensual sexual contact or activity
 - Sexual harassment
 - Sexual assault
 - Sexual violence
 - Stalking

2. Sexual harassment may include unwelcome conduct such as:
 - Unwanted sexual advances and propositions
 - Unnecessary and unwanted physical contact
 - Sexually suggestive comments, jokes, or questions
 - Displaying sexually explicit content
 - Comments about someone's appearance or body
 - Spreading sexual rumors

3. Consent is defined as voluntary, sober, enthusiastic, informed, mutual, honest, and verbal agreement to engage in sexual activity.

4. Consent may not be given by someone under the age of eighteen or by individuals who are incapacitated due to alcohol, drugs, sleep, or otherwise unable to fully understand the nature of the sexual activity. Consent may be withdrawn at any time.

5. Prohibited conduct under this policy includes acts committed by force, intimidation, coercion, or manipulation. Use of alcohol or other drugs will never function to excuse behaviour that violates this policy.



6. All members of the Collective Acting Studio community are required to report any violations of this policy to the Senior Leadership Team.
7. Retaliation against any person who reports or assists with an investigation under this policy is strictly prohibited. Alleged violations will be investigated promptly and thoroughly. Investigations will be conducted in a fair, impartial, thorough, and timely manner.
8. Individuals found responsible for violations under this policy will face disciplinary sanctions up to, and including, dismissal from the Studio.
9. Collective Acting Studio provides resources and support services to assist any individuals impacted by sexual misconduct. Resources include medical assistance, counselling, academic accommodations, and assistance with legal protective orders.

This policy will be reviewed regularly to ensure compliance with applicable laws and to ensure a safe environment for the studio community.

Collective Acting Studio is committed to preventing sexual misconduct through ongoing education, training, and awareness programs for students, faculty, and staff. Prevention and awareness programs will promote positive and healthy behaviors and educate the community on consent, reporting procedures, and bystander intervention.



Student Procedure for Reporting Sexual Misconduct or Assault

- Speak to your Student Welfare Officer, Personal Academic Tutor, Academic and Registry Officer, if you experience or witness any conduct that you feel may be prohibited.
- Do not feel pressured to address your harasser directly. Making a formal report is encouraged.
- Formal reports can be made to your Personal Academic Tutor, Student Welfare Officer, and/or the Academic & Registry Officer
- Confidentiality will be maintained to the extent possible.
- Retaliation for making a good faith report is prohibited. Support services and academic accommodations are available throughout the process.
- Violations will be investigated thoroughly and fairly. Disciplinary sanctions may be imposed on responsible individuals.

Who Can Students Talk To?

- Student Welfare Officer
- Personal Academic Tutor
- Academic & Registry Officer

Discussions will be handled confidentially, and students will be provided with support and reporting options.

Students are encouraged to speak to any of the above if they experience, witness, or need to report any prohibited conduct.



Staff Procedure for Reporting Sexual Misconduct or Assault

- Speak to your Student Welfare Officer, Line Manager, Member of the Senior Leadership Team, if you experience or witness any conduct that you feel may be prohibited.
- Do not feel pressured to address your harasser directly. Making a formal report is encouraged.
- Formal reports can be made to the Senior Leadership Team.
- If the allegation relates to a member of the Senior Leadership Team, reports can be made to the chair of the Board of Directors.
- Confidentiality will be maintained to the extent possible.
- Retaliation for making a good faith report is prohibited.
- Violations will be investigated thoroughly and fairly. Disciplinary sanctions may be imposed on responsible individuals.

Who Can Students Talk To?

- Student Welfare Officer
- Personal Academic Tutor
- Academic & Registry Officer

Discussions will be handled confidentially, and students will be provided with support and reporting options.

Students are encouraged to speak to any of the above if they experience, witness, or need to report any prohibited conduct.



Collective Procedures for Dealing with Allegations of Misconduct or Assault

This procedure is for both students and staff who wish to raise a complaint of sexual misconduct.

Stage 1 – Immediate Local Resolution

Under our Complaints Procedure, The Collective Acting Studio believes that any complaint should be addressed quickly. In order for this to happen, the complainant is expected to attempt to resolve issues or concerns directly by raising them with the appropriate member of staff best able to deal with it as soon as possible.

Informal resolution enables the Collective Acting Studio to resolve as quickly as possible concerns which are straightforward and require little or no investigation. However, most reports of sexual exploitation would be deemed serious and therefore would be immediately escalated to Stage 2.

Stage 2 – Formal Complaint Resolution

If the complaint is not resolved informally to the satisfaction of the student or staff member at Stage 1, the complainant has the right to pursue a formal complaint by submitting a Students Complaints Form to the CEO/Programme Leader. The form can be found [here](#).

It is a requirement that the Complaints Form be completed so that the matter can be carefully managed; so that students may be precise about their concern(s). Wherever possible, the form should be accompanied by evidence to support the issues of complaint. This may be, for example, copies of relevant correspondence – for example copies of emails, screenshots of social messaging.



It is the responsibility of the complainant to ensure that they raise all relevant issues and that they provide all the necessary information and supporting documentation at the point of submission.

The complainant should expect to receive an email acknowledgement of their formal complaint within three working days of receipt.

Upon receipt of the Student Complaints Form, the CEO/Programme Leader will normally contact the complainant to see if there is an opportunity to settle / resolve the complaint informally by mutual agreement (if appropriate) before the formal investigation is conducted.

Stage 2 of the procedures allows for the complaint to be independently investigated by the Student Welfare Officer on behalf of the CEO/Programme Leader. Upon concluding their investigation, the Student Welfare Officer will make a recommendation to be taken, normally within one calendar month of receiving the Complaint Form. They may recommend that, in the interests of the complainant, partially unresolved matters be considered at a Stage 3 Review.

The complainant will be provided with a written outcome of the conclusion of Stage 2. If the complaint is upheld, the complainant will be informed what action is to be taken, or any recommendations that have been made. If the complaint is partially upheld or not upheld, the complainant will be informed of reason(s) for the decision.

Complainant will also be advised on how they may proceed if they remain dissatisfied following Stage 2.

[Stage 3 – Formal Complaint Review](#)

If the complaint is not resolved to the satisfaction of the complainant at Stage 2, the complainant has the right to have the complaint considered by a t Complaints Review Panel. The request for a review will be on limited grounds that the student does not think the outcome of Stage 2 is reasonable because:

- there were unresolved matters at the end of Stage 2, and which may need to be dealt with at a higher level within The Collective Acting Studio;
- new material evidence has now become available and which the student was unable, for valid reasons, to provide earlier in the process;
- there was procedural irregularity in how The Collective Acting Studio followed the process in Stage 2.

If the student wishes this to happen they must present notice of this in writing to the CEO/Programme Leader of the Collective Acting Studio, and a hearing will be arranged.

It is not normally possible to introduce new grounds for complaint at this stage unless it relates to evidence that could not have been provided sooner.

The complainant will be invited to attend a hearing, as will any individual against whom the complaint is made. A member of The Collective Acting Studio community may accompany the complainant if they wish. The complainant must make their own arrangements for this and confirm the name and status of the person accompanying them in writing to the CEO/Programme Leader.

[Office of the Independent Adjudicator](#)

If a student has completed the Collective Acting Studio's internal Student Complaints Procedure and they remain dissatisfied with the outcome, they may be able to submit their complaint for review to the Office of the Independent Adjudicator for Higher Education (OIA), providing that it is eligible under the OIA's Rules.

Where a student has exhausted the Collective Acting Studio's internal complaints procedure, they will be issued a Completion of Procedures letter by the Collective Acting Studio.

[ACAS](#)

If a staff member has completed the Collective Acting Studio's internal Student Complaints Procedure and they remain dissatisfied with the outcome, they may be able to submit their complaint for review to the ACAS.

Related Policies

This policy should be read in relation to:

- Alcohol and Substance Misuse Policy
- Anti-Bullying and Harassment Policy
- Complaints Procedure
- Safeguarding Policy and Prevent Strategy



Flow Chart: Reporting Concerns About Sexual Misconduct or Assault

