

APPENDIX D: Procedures for complaints/allegations that have been reported to the Police

1. These procedures cover complaints/allegations that fall within the scope of the Rambert School Policy on Sexual Misconduct, Harassment and Related Behaviours (the Policy) and have been reported to the Police.
2. Where events which are the subject of a complaint made and/or referred under this procedure are reported to the Police, special provisions will apply, and some or all action/proceedings under this procedure will normally be delayed until such time as the Police and/or courts have completed their investigations and proceedings, save for taking any necessary precautionary action. In this instance, where an officer of Rambert School has identified or identifies that a Respondent should be referred into the Non-Academic Misconduct procedures, no action under the Non-Academic Misconduct Policy will normally be undertaken until the criminal process is at an end.
3. Where action under this procedure has already begun, this will be placed in abeyance. It will be at the discretion of the Rambert School Academic Registrar & Head of Compliance¹, in consultation with the appointed officer of Rambert School conducting the relevant stage of the Stage 1 procedures under this Policy or any other internal School procedures, and as necessary the School Principal, to determine any necessary precautionary action.
4. Necessary precautionary action may, for example, include:
 - Taking action under the Precautionary Measures (see Appendix C to the Policy on Sexual Misconduct, Harassment and Related Behaviours);
 - Taking action under the School's Emergency Powers of Exclusion and Suspension;
 - Providing additional support to a Complainant/Respondent;
 - Completing risk assessments.
5. The above list of examples is not exhaustive; where there is necessary precautionary action not listed above that is identified by the Academic Registrar & Head of Compliance in consultation with a member of School staff as relevant (such as the Head of Admissions, Registry and Student Support), this shall not prevent the Academic

¹ Where the Academic Registrar & Head of Compliance is not available, this determination will be at the discretion of the Principal of the School or another member of the School's Senior Management Team, nominated by the Principal.

Registrar & Head of Compliance from instigating such action provided it is reasonable and necessary in the circumstances.

6. In determining whether to commence or proceed with any action or process under this Policy or any other School Policy, Rambert School is not bound by the outcome of any police or criminal investigation or prosecution.
7. Where a current registered student obtains a criminal conviction, the matter will normally be immediately referred to the Convictions Consideration Panel for consideration under its procedures² under the Rambert School Criminal Records Policy, unless in the view of the School there is justifiable cause not to refer this matter immediately or to follow an alternative process (e.g. Emergency Powers of Exclusion and Suspension; Support through Studies policy). On conclusion of assessment by the Convictions Consideration Panel, the matter may as necessary and relevant be referred into the procedures under this Policy, or into other internal School procedures (eg the Non-Academic Misconduct Policy).
8. Where a student has been convicted of a criminal offence, or accepts a Police caution in relation to behaviour that falls within the scope of this policy, the conviction/caution will be taken as conclusive evidence that the behaviour took place. The matter will normally be referred in the normal way under the Non-Academic Misconduct policy as an allegation of misconduct. However, depending on the circumstances of the case, in conducting the Non-Academic Misconduct Preliminary Enquiry, the Preliminary Enquiry Officer may determine (following any necessary consultation with the Complainant) whether the matter may be referred to be dealt with under the procedures of this Policy, or under an alternative policy (eg Support Through Studies).
9. Where a Rambert School staff member (including casual or occasional workers) has been convicted of a criminal offence, or accepts a Police caution in relation to behaviour that falls within the scope of this policy, the matter will normally be referred into the School's HR procedures to determine whether any action is necessary, if it has not already been referred there.
10. Where an individual who has been or would be invited to work with the School on a one-off or an occasional basis (eg as a guest artis) has been convicted of a criminal offence, or accepts a Police caution in relation to behaviour that falls within the scope of this policy, and this information is disclosed to the School, the matter will normally be immediately referred to the Convictions Consideration Panel for consideration under its procedures³ under the Rambert School Criminal Records Policy. The Panel will

² See Rambert School Criminal Records Policy and Procedures, that can be located at:
<https://www.rambertschool.org.uk/courses/policies-and-procedures/>

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normally refer the outcome of their consideration for consideration by the School Principal and Head of Administration (if they have not both sat as members of the Panel).

Support following the conclusion of a criminal investigation/proceedings

11. Where the Complainant and Respondent are members of Rambert School (including graduates), a further support meeting for the Complainant (and, as relevant and appropriate, the Respondent) will also normally be offered following the conclusion of a criminal investigation and/or judicial proceedings, regardless of their status.

Right of Rambert School to autonomous action

12. A decision by the Police or Crown Prosecution Service (or other law enforcement agency) to take no further action, or an acquittal at a trial, in relation to a criminal matter that falls within the scope of this policy, does not preclude Rambert School from taking any action under this policy or any other School policy (e.g. the Non-Academic Misconduct policy), and does not mean that the Complainant has made a vexatious or malicious complaint.