

Central Film School

2025-26

Central Film School

Non-Academic Disciplinary Procedures

1. Introduction

- 1.1. Central Film School is committed to upholding the highest standards and to carrying on its activities fairly, honestly, openly and in compliance with all applicable laws. As members of Central Film School's community, all students are required to comply with the School's current Regulations, Policies, Procedures and Codes of Practice at all times and in all places.
- 1.2. Allegations that students have failed to comply with the standards outlined in this document may result in the School taking disciplinary action that it considers reasonable and appropriate.
- 1.3. The Student Experience Committee manages the implementation of the non-academic disciplinary policy and procedure, with ultimate responsibility for student discipline lying with the CEO.
- 1.4. The Student Experience Committee delegates operational responsibility of the policy to the Student Services Team.
- 1.5. Complainants can be supported, advised, and accompanied by a third party at any stage of the Complaints procedure. Complainants can seek advice from their Student Representative or the Student Council and [Citizens Advice](#).
- 1.6. The School's relationship is with you as a student, irrespective of who pays your fees. As such, the School will not deal with a third-party appeal made on your behalf unless there is a valid reason, for example, a reasonable adjustment for a diagnosed disability.
- 1.7. In cases where a third-party appeal is appropriate, you will be required to complete a Third-Party Consent Form in order to formally authorise a third party (such as a parent or guardian, carer, spouse or significant other) to act

on your behalf.

- 1.8. Where a Third Party Consent Form is received, the School will only correspond with the individual authorised to act on your behalf.

2. Scope and Purpose

- 2.1. The Non-Academic Disciplinary Policy applies to all students of Central Film School from enrolment up to completion of their programme of study at the School.
- 2.2. This policy applies to all students of the School at all times (term time, placements and field trips) on or off School premises.
- 2.3. This policy may be initiated in response to reports from staff, other students or third parties (including agencies such as the Police).
- 2.4. A student may not be granted an award, obtain certification of an award or attend a graduation ceremony whilst a matter of alleged misconduct is still in the process of being dealt with under this procedure.
- 2.5. This policy is intended to apply to current students; however, where a student withdraws or otherwise leaves the School once the procedure has been initiated, the School may choose to continue with the case or not at its sole discretion. The School may or may not also determine it to be appropriate to initiate the procedure after a student has left the school should an incident subsequently come to the School's attention.
- 2.6. This policy does not apply to allegations of academic misconduct, such as plagiarism, cheating in examinations, etc. Provision is made within the School's academic policies for consideration of such matters and those matters are dealt with there.
- 2.7. Students who are the subject of an allegation of misconduct whilst on placement or within a workplace setting which is linked to their programme of study will normally be subject to the conduct/discipline policy and procedures of the employer in the first instance. However, the School may also decide to take action under these or other relevant School policies and procedures.

3. Criminal Offences, the Police and action under this Policy and Procedure

- 3.1. The School will refer concerns to the police where it considers it appropriate to do so and will co-operate with the police in their investigation of an alleged breach of the law or of any matter that may involve a student of the School.
- 3.2. Conduct which may constitute a criminal offence may also amount to misconduct under this procedure. Therefore, in addition to any criminal process, this conduct may also be dealt with under this procedure.
- 3.3. Where a student's conduct comes under investigation by the police, the School's own investigations into alleged misconduct or proceedings under this procedure may be deferred until such time as the police and/or courts have

completed their investigations and proceedings. The School may also, as appropriate to the circumstances, at any time, suspend a process already underway under this procedure. In determining whether to commence or proceed with any action or process under this procedure, the School is not bound by the outcome of any police or criminal investigation or prosecution. However, where a finding of misconduct is made and the student has also been sentenced by a criminal court in respect of the same facts, the court's penalty shall be taken into consideration in determining any penalty under this procedure.

- 3.4. Any student receiving a custodial sentence of four weeks or more will be unlikely to be able to satisfy the academic demands of a course of study and in accordance with the Academic Regulations, this will result in intermittence, withdrawal or the application of the Supported Studies Procedures.
- 3.5. Notwithstanding any provision within the Policy on Suspension or elsewhere, should it be considered that there is an immediate and serious risk to the School community and/or to the School's reputation as a result of a student's actual or alleged misconduct, the CEO may suspend the student with immediate effect pending the outcome of the court case. Recommendations regarding immediate suspension or exclusion may be made by the Student Services Team to the CEO, following appropriate consultation.
- 3.6. The School will not normally investigate complaints about student behaviour, made by non-students, in privately managed properties, unless they are undertaking school work at an off-site location (such as an assessed film shoot). The School will work closely with the police and/or environmental health to help their investigation as appropriate. If the police and/or environmental health identify individual students as being persistently involved in noise complaints or anti-social behaviour, then the School may take appropriate disciplinary action.
- 3.7. The School is unable to consider general matters of an interpersonal nature, such as a breakdown in a friendship or other relationship, or a disagreement within a household, and does not have jurisdiction over private accommodation contracts (e.g. the ability to remove a student from private accommodation). Students may contact the Student Services Team for support.

4. Types of Misconduct

- 4.1. The following is indicative of types of misconduct but is not intended to be exhaustive:
 - Engaging in conduct either on or off the School premises which is in breach of any Statute, Ordinance, Regulation, policy, procedure, code of practice or other rule of the School or the law of the land including but not limited to the School's policies on Equality and Diversity and Health and Safety (including not following instructions or procedures relating to preventing the spread of disease).
 - Sexual misconduct: any unwanted or attempted unwanted conduct of

a sexual nature, including sexual harassment (whether in a physical or virtual environment). Please see the website [here](#) for further information

- Harassment, bullying or discrimination, including for example racism, sexism or homophobia, directed at any member of the School or any visitor to the School (whether in a physical or virtual environment).
- Behaviour or language (whether in a physical or virtual environment) which is violent, indecent, disorderly, threatening, offensive or causes fear or distress to others (for example, deliberate disrupting, or facilitating the disruption of a taught session, or threatening members of the School community).
- Malicious or reckless damage to or theft of School property or the property of any student or member of staff.
- Vexatious complaints or allegations of misconduct that are found to be mischievous or malicious.
- Misappropriation of School's funds or assets.
- Fraudulent activity or claims – academic, personal, and/or financial – including the nondisclosure of any previous unspent criminal convictions.
- Conduct which prevents, obstructs or disrupts the holding of, or orderly conduct of, any meeting or other lawful assembly in the School (e.g. preventing a speaker from lawfully expressing their views).
- Any action likely to cause injury to any person or impair the safety of the premises, including interference with health and safety access routes, equipment and/or materials.
- Use, possession, buying or selling of illegal drugs or other illegal intoxicating substances on School premises.
- Any behaviour or action of a kind which is likely to bring the name of the School into disrepute or which reflects adversely on the relationships which the School seeks to maintain with the local community. Extremist views (whether in a physical or virtual environment) that risk drawing people into terrorism

5. Early Resolution

- 5.1. Where possible and appropriate, minor issues should be dealt with by an appropriate staff member, for example, Module Leader, Course Leader or Personal Tutor for teamworking or other course-related issues, or a member of the Student Services Team. Appropriate staff may issue an informal warning where appropriate, and in such cases, students may be reminded of the Respect and Consideration Statement, and should be aware that any further incidents may be escalated under the Non-Academic Disciplinary Procedures.

6. Stage 1 - Formal Consideration

- 6.1. Any member of the School who becomes aware of what they consider to be misconduct by any student which requires formal consideration should in the first instance report such a breach, normally in writing, to the Student Services Team for initial consultation. A risk assessment can be conducted in the first instance, with representatives from the Quality & Registry Team, the Academic Team, and any other necessary staff as appropriate, to determine whether any precautionary measures are needed for example, a temporary suspension under the Suspension Policy and Procedure.
- 6.2. The Student Services Team may then:
 - determine that the evidence is conclusive upon receipt of the initial report not requiring any further enquiry; or
 - request additional information from other departments where required to confirm the facts and then determine the seriousness of the incident; or
 - organise an investigation of the matter (for example where numbers of students are involved, or where there are serious issues to be determined) which may include interviews with the reporting party, responding student and any witnesses.
- 6.3. During the course of any enquiry the responding student will be informed about what is alleged against them and be afforded the opportunity to make such reply as they may wish, normally in an investigatory meeting, held with a member of the Student Services Team. The written report of the meeting will be shared with the student.
- 6.4. If the School becomes aware that there are concerns around a student's mental health, psychological, personal or emotional difficulties the Supported Studies Procedures may be invoked as a more appropriate mechanism, depending on the individual circumstances of the case.
- 6.5. All parties (i.e. the reporting student(s)/complainant(s) and the responding student) will be required not to contact each other during the course of an investigation as a precautionary, non-judgemental measure. Additionally, all parties (including any witnesses) will be expected not to discuss the case with anyone, with the exception of those involved in the process or anyone supporting them. This is to ensure the integrity of the investigation.
- 6.6. The School expects all parties involved in disciplinary procedures to act reasonably and fairly towards each other in the spirit of conciliation, and to treat the procedures with respect in line with our shared CFS values. Students are expected to engage and cooperate with the procedure: failure to do this may result in adverse inferences being drawn and further escalation under the policy and procedure.
- 6.7. Where possible, the Student Services Team will determine whether misconduct is proven or unproven, and will inform the student of their decision

in writing. In cases where misconduct is proven, one or more of the following measures may be taken:

- reprimand the student (verbally and in writing).
 - require the student to give a written undertaking as to their future conduct within the School which may take the form of a signed and dated Behaviour Agreement;
 - require the student to pay for any damage to property they have caused;
 - require the student to pay a fine not exceeding £250 (part or all of which may be suspended for a period);
 - require the student to participate in restorative justice (such as providing a written apology);
 - require the student to attend appropriate workshop(s) or meeting(s) with appropriate agencies (e.g. with a drug/alcohol treatment charity, etc.);
- 6.8. Where a case involves serious misconduct, the Student Services Team may escalate the matter to the School Disciplinary Committee for further consideration.
- 6.9. Any case of a student failing to comply with an outcome given by the Student Services Team should be reported to them who may take appropriate further action including referring the matter to the School Disciplinary Committee.
- 6.10. A responding student will normally be notified of the outcome of a disciplinary investigation. Initial disciplinary review and decision should normally be conducted within 40 (forty) working days from receipt of a formal complaint or other misconduct report. However, this period may need to be extended depending on the nature and complexity of the investigation required, and would normally exclude the time taken by any criminal investigation or prosecution.

7. Stage 2 - Referral to a Disciplinary Committee

- 7.1. The Disciplinary Committee should be comprised of at least 3 of the following:
- CEO's nominee who will act as Chair
 - Director of Courses & Curriculum
 - Course Leaders
 - Senior Registry & Quality Manager
 - Senior Operations Manager
 - Members of the Student Services Team
 - Other members of the Senior Management Team
- 7.2. Where possible, the Committee will not include staff members who were involved in Stage 1 of this procedure.

- 7.3. The Committee may make such enquiries as are deemed necessary to confirm the facts reported to it and to determine the seriousness of the incident. During any enquiry the student will be informed about what is alleged against them and be afforded the opportunity to make such a reply as they may wish.
- 7.4. The Student Services Team will inform the student in writing (e.g. email to their School email address) that a Disciplinary Committee is being convened. A copy of these procedures shall be forwarded to the student, along with any information, evidence, to be presented to the Committee.
- 7.5. The student shall have the right to appear and be heard at the Disciplinary Committee and will be invited to attend the Committee with at least five (5) working days of the meeting. Committee meetings may be held online or in person at the discretion of the Chair. The students may respond in writing, if they do not wish to attend. If responding in writing, the student should outline any relevant factors that the student would like the Committee to consider.
- 7.6. The student may be accompanied at the meeting of the Disciplinary Committee by one other person if they wish. That person should normally be one of the following:
- a family member or friend
 - a representative from The Student Council or other individual providing advice to the student;
 - an accessibility or academic support worker.
- 7.7. If the student is bringing another person with them, they must confirm with the Student Services Team at least twenty-four hours in advance of the meeting who that person will be. The person accompanying the student under consideration will not normally be allowed to make representations on the student's behalf other than in exceptional circumstances (for example, where the student has a disability which affects their ability to communicate). This must be agreed in advance of the meeting.
- 7.8. Any meeting of the Disciplinary Committee may proceed (and any outcomes valid) in the absence of, or any response from, the student(s) (whether due to non-attendance in person or non-engagement with the process) provided that the stipulated notification of the meeting has been sent to the student.
- 7.9. The Committee shall have the right to order its own business and call for such reports, witness statements and consider such other evidence as it may deem necessary to reach a decision.
- 7.10. The student shall have the right to provide additional evidence not already within the committee papers. Additional evidence provided by the student will be subject to scrutiny by the Committee and other parties involved with the case.
- 7.11. The Committee will not usually receive 'live evidence' other than discussion with the student(s) whose alleged behaviour is under consideration at the Committee. The student shall have the right to question evidence obtained by the Committee.

- 7.12. The Committee shall first receive an investigation report from the Student Services Team setting out the reason for referral and the perceived facts of the allegation.
- 7.13. On completion of the case against the student, the student(s) will be entitled to state their response to the allegation(s) drawing the Committee's attention to evidence or other pertinent facts that they believe to be inaccurate, in support of their case or provide mitigation for their actions.
- 7.14. The Committee may question the Student Services Team and the student. Following completion of the Committee's questions, the student may make a closing statement to the Committee.
- 7.15. The student and any accompanying support must then leave whilst the Committee considers its final decision.
- 7.16. After consideration of the case the Committee will determine whether misconduct is proven or unproven. Where misconduct is proven, the Committee may take one or more of the following courses of action:
- issue a reprimand;
 - require the student to give an undertaking as to their future conduct which may take the form of a signed and dated Behaviour Agreement;
 - require the student to pay for any damage to property they may have caused;
 - require the student to pay a fine determined by the Disciplinary Committee (part or all of which may be suspended for a period);
 - require the student to participate in restorative justice (such as providing a written apology);
 - require the student to attend appropriate workshop(s) or meeting(s) with appropriate agencies (e.g. with a drug/alcohol treatment charity, etc.);
 - recommend to the CEO that the student be excluded for a defined period and/or on specified terms;
 - recommend to the CEO that the student be expelled.
- 7.17. The decision of the Disciplinary Committee and the grounds for the decision shall be given to the student in writing, by the Chair or their representative, within five (5) working days of the meeting of the Committee.

8. Rights of Appeal

- 8.1. If a student wishes to appeal against the verdict issued by a Disciplinary Committee they must write to the CEO within 10 working days of receiving the outcome from the Committee.
- 8.2. The appeal stage may involve a review of the formal stage, or a complete rehearing of the case. Grounds for appeal are:

- there has been a material procedural irregularity which has demonstrably affected the decision made;
 - That the student has new material evidence that they were unable, for valid reasons, to provide earlier in the process;
- 8.3. Upon receipt of the letter, the CEO will respond to the student within 10 working days. The decision of the CEO will be final and the student will be provided with a Completion of Procedures Letter upon completion of this stage.
- 8.4. Once the appeal stage has been completed, the student is entitled to ask the OIA, the independent ombuds service, to review their complaint about the outcome of the provider's disciplinary process. The complaint needs to be submitted to the OIA within 12 months of the date of the Completion of Procedures Letter.

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