ICMT
INTERNATIONAL COLLEGE OF MUSICAL THEATRE

Harassment and Sexual Misconduct Policy

A clear guide to how ICMT prevents, responds to, and supports students around harassment and sexual misconduct.

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1. About this Policy

What this policy is and why it matters

This policy sets out how the International College of Musical Theatre (ICMT) prevents, responds to, and supports students affected by harassment and sexual misconduct.

These behaviours can harm your wellbeing, confidence, academic experience, and future career. That is why this policy is not just about compliance; it's about protecting your right to feel safe, respected, and supported throughout your training.

This policy tells you:

- What counts as harassment or sexual misconduct, including in rehearsal, training, or performance.
- What standards of behaviour are expected at ICMT.
- What you can do if something feels wrong, and how to report it.
- What support is available to you, even if you don't want to make a formal report.
- What ICMT will do to investigate concerns fairly and transparently.
- How we keep your rights, including freedom of speech, protected at all times.

Who this policy applies to

This policy applies to everyone involved in ICMT's community. That includes:

- All ICMT students.
- All staff - permanent, freelance, visiting, or contracted.
- Guest artists, placement supervisors, external assessors, and anyone else acting on behalf of ICMT.
- People outside the College whose behaviour affects an ICMT student, including during placements, tours, or online contact.

It also protects anyone who raises a concern, including:

- Students who experience or witness an incident.
- Students supporting someone else through a report.
- Students accused of misconduct, who are also entitled to fairness and support

If you're not sure whether something falls under this policy, tell us. If in doubt, we'd rather you speak up.

Where this policy applies

This policy applies wherever ICMT students are learning, performing, training, or representing the College, including:

- ICMT studios, rehearsal rooms, offices, and theatres.
- Performance venues, audition spaces, and rehearsal areas.
- Travel and outreach programmes.
- Shared student spaces (e.g. changing rooms, corridors, waiting areas).
- Online platforms and communication tools.
- Any environment where ICMT students and staff interact in a way that could affect learning or wellbeing.

Real-world example:

A student experiences repeated inappropriate physical contact from a classmate during warm-ups. Even if it seems minor at first, it falls under this policy. You can report it, and we will support you.

Real-world example:

You receive unsolicited sexual messages from a guest after a masterclass. Even though it's outside formal ICMT hours, it still counts, and we will act.

What this policy doesn't do

- It doesn't stop anyone from having freedom of expression. Respectful disagreement, debate, and creative exploration are welcome at ICMT, but harassment and abuse are not.
- It doesn't take away your legal rights. You can report to the police or seek independent legal advice at any time.
- It doesn't require you to report anything. Support is available whether or not you choose to make a formal complaint.
- It doesn't assume everyone understands legal definitions, which is why everything in this policy is explained in clear, plain English.

How this policy connects to the law

This policy has been created to meet the following UK legal and regulatory requirements fully:

- Office for Students (OfS) Condition E6 – Harassment and Sexual Misconduct.
- Equality Act 2010 – legal protection against discrimination and harassment.
- Consumer protection law, as guided by the Competition and Markets Authority (CMA).
- OIA Good Practice Framework – for student complaints and discipline.

- Freedom of speech obligations – under UK law

The ICMT does not use or permit non-disclosure agreements (NDAs) to silence students. You have the right to speak out, seek support, and be heard, always.

2. What Counts as Harassment or Sexual Misconduct

You should never have to question whether you're safe, respected, or valued at ICMT. This section explains the boundaries that protect your dignity, in class, in rehearsal, and life.

Why this matters in performing arts training

At ICMT, you train in close-knit, physically expressive, emotionally charged environments. That's part of what makes your learning powerful, but it also means that clear boundaries and mutual respect are essential.

Harassment and sexual misconduct damage trust, safety, and creative freedom. This section helps you:

- Understand what behaviour is never acceptable.
- Recognise when something crosses the line.
- Know that your concerns will be taken seriously.

Harassment

Harassment is unwanted behaviour that:

- Violates your dignity.
- Creates an intimidating, hostile, degrading, humiliating, or offensive environment.

It might involve:

- Insults, jokes, or gestures.
- Touching or blocking movement.
- Exclusion or repeated criticism.
- Online comments, memes, or private messages.

It can happen once or repeatedly, and it doesn't need to be intentional. What matters is the effect on the person experiencing it, not whether the other person "meant it."

Harassment may be based on personal characteristics like:

- Gender or sexuality.
- Race or ethnicity.

- Disability or neurodivergence.
- Religion or belief.
- Age or appearance

Example:

A student consistently makes comments about a classmate's body during warm-ups. Even if framed as compliments, it's unwanted and creates an uncomfortable environment. This is harassment.

Sexual misconduct

Sexual misconduct is any unwanted or attempted unwanted behaviour of a sexual nature.

This includes:

- Sexual harassment (e.g. comments, jokes, gestures).
- Inappropriate touching or physical proximity.
- Sending or sharing sexual images or messages.
- Coercion, threats, or manipulation to gain sexual access.
- Sexual assault or rape

At ICMT, sexual misconduct is never excused by "creative context," "character work," or "industry realism." Consent is always required during scenes, rehearsals, and real-life interactions.

Example:

During a partner movement class, one student repeatedly touches another in ways not agreed upon in advance. Despite being told it's uncomfortable, they continue. This is sexual misconduct.

Consent

Consent is:

- Clear.
- Specific.
- Freely given.
- Ongoing (can be withdrawn at any time)

Consent is never:

- Implied by costume, role, or physical proximity.
- Assumed because someone didn't say no.
- Valid if given under pressure or power imbalance.

If there's any doubt, pause and check. "I thought they were okay with it" is not a defence.

Abuse of power

Abuse of power happens when someone uses their position, as a teacher, director, choreographer, or staff member, to influence, pressure, or control a student.

This might include:

- Offering better roles, feedback, or opportunities in exchange for attention or intimacy.
- Criticising or excluding students who reject personal advances.
- Discouraging students from speaking out by threatening consequences.
- Even if the student appears to "agree," the power imbalance means there is no real consent.

Example:

A guest director privately suggests a student could get a solo role if they "meet for drinks." This is abuse of power.

Intimate personal relationships

An intimate personal relationship involves sexual, romantic, or emotionally intense closeness. These relationships between staff and students are banned at the ICMT.

Why? Because they:

- Create conflicts of interest.
- Risk favouritism, fear, or retaliation.
- Undermine trust in training and assessment.

Even where a student agrees, the imbalance of power makes the relationship inappropriate.

Performing arts-specific misconduct

Misconduct can be harder to spot in the performing arts because:

- Scenes often involve close physical contact or emotional exposure.
- Rehearsals may simulate intimacy, conflict, or trauma.
- Hierarchies (director, cast) can blur boundaries.

But industry realism does not override your right to safety.

- Consent must be active, verbalised, and mutual.
- You always have the right to say "pause" or "no", without judgment.

Example:

A movement exercise involves eye contact and touch. A student expresses discomfort, but the exercise continues without modification. This may constitute harassment and must be addressed.

Online and digital misconduct

This policy applies just as much online as it does in person. Harassment or misconduct may happen through:

- Messaging apps (e.g. WhatsApp, Messenger).
- Social media (e.g. Instagram, TikTok).
- Email or voice notes.
- Screenshots, memes, or shared photos.

Example:

A student is added to a private group chat where others post degrading jokes about their sexuality. This is online harassment.

You are protected by this policy regardless of the platform. ICMT can take action even for incidents that happen outside of college hours.

If you're not sure

You don’t need to know whether something fits these definitions perfectly. If something:

- Made you feel unsafe or degraded.
- Crossed your physical or emotional boundaries.
- Caused distress or exclusion

…you are encouraged to speak up. Even if it “wasn’t that bad,” you deserve to be heard and supported.

We will never dismiss your concern based on the wording, timing, or context. Your safety matters more than definitions.

3. Our Commitments

We are not just here to train you, we are here to protect you. This section sets out what you can always expect from us and what we will never compromise on.

A safe, respectful learning environment for everyone

At the International College of Musical Theatre, you are not just a student. You are an emerging professional, and you deserve an environment where:

- You can speak, move, create, and take artistic risks without fear.
- You are treated with dignity, regardless of gender, race, background, identity, or belief.
- Your physical and emotional boundaries are respected in class, in rehearsal, and life.
- You never feel pressured to tolerate abuse because "that's just the industry".

We commit to building and protecting that environment every day.

Zero tolerance for harassment, abuse, or misconduct

We mean this clearly:

Harassment, sexual misconduct, and abuse of power have no place at ICMT.

If you experience or witness something that makes you feel unsafe, degraded, or silenced:

- You will be listened to.
- You will be supported.
- Your concern will be taken seriously, regardless of who was involved, where it happened, or whether it was "just a comment" or "just one time".

No NDAs. No silence clauses. No cover-ups.

The ICMT does not use non-disclosure agreements (NDAs) in cases of harassment or sexual misconduct.

That means:

- You will never be asked to stay silent about something that happened to you.
- You will never be pressured to sign a confidentiality clause in exchange for support.
- You remain free to speak to friends, family, legal professionals, or the public, even if we investigate or resolve the issue.

Fair and transparent investigations

If a concern is raised, we commit to a process that is:

- **Prompt:** You won't be left waiting without updates.
- **Impartial:** We never assume blame or innocence based on role or reputation.
- **Trauma-informed:** You will not be forced to retell painful details repeatedly.
- **Clear:** We'll explain your rights and what to expect at every stage.

All parties involved, including those accused, will be treated fairly and respectfully, in line with natural justice.

You will:

- Be kept informed of outcomes.
- Be given reasons for decisions.
- Have the right to appeal where appropriate

We don't investigate to protect ourselves, we investigate to protect you.

Accessible, tailored support, regardless of whether you report

You do not have to make a formal complaint to access support.

We will offer you:

- Emotional support.
- Academic support.
- Safeguarding support
- External referrals, if you prefer support outside ICMT.

Support is available if:

- You experienced an incident yourself.
- You witnessed something distressing.
- You're worried about someone else.
- You are the subject of a report and want guidance.

Support is confidential, non-judgmental, and shaped around your needs, including if you're international, neurodivergent, or managing a hidden disability.

Clear boundaries, no staff-student intimate relationships

The ICMT bans intimate personal relationships between staff and students because they:

- Create real or perceived pressure.
- Distort assessment and feedback.
- Erode trust between students and staff.
- Risk emotional and professional harm

Even where a student appears to consent, the power imbalance means they may feel unable to say no, especially in a high-pressure, audition-based culture.

If a relationship existed before someone became a staff member or student, it must be declared and managed appropriately.

Respecting freedom of speech, not using it to excuse harm

As a higher education provider, ICMT fully upholds your right to:

- Express your views, including views that others may find challenging.
- Explore difficult or controversial topics in class, rehearsal, or research.
- Contribute to debates or artistic work that provokes thought or emotion

However:

- Freedom of speech does not mean freedom to harass or degrade others.
- Expressing a belief is not the same as targeting a person
- We draw the line where speech becomes conduct that violates this policy

We will always weigh safety and expression together, and we will protect both wherever possible.

4. Behaviour Expectations

In a space where your body, voice and emotions are part of your craft, clear boundaries are not a restriction. They are what make great training possible.

Training like professionals, behaving like professionals

At the ICMT, professionalism isn't just about performance; it's about how we treat each other.

You are expected to behave with:

- Respect.
- Self-awareness.
- Maturity.
- Accountability

This means:

- Knowing the difference between character and conduct.
- Taking responsibility for the impact of your actions.
- Creating space for others to feel safe, seen and valued.

These standards apply equally:

- In class, rehearsal, performance, and placements.

- In communal spaces.
- Online and on social media.
- On set or in professional settings

Your training is your workplace. Your behaviour is your brand.

Respect, boundaries, and consent, every day

Performance training can involve:

- Physical contact.
- Eye contact.
- Vulnerability.
- Emotional and psychological exposure

These elements demand active consent and mutual care.

You must:

- Ask before initiating touch.
- Check in before emotionally intense exercises.
- Respect when someone says no. No explanation is required.
- Use agreed verbal cues for pause or stop (e.g. “tap out”, “time”)

You must not:

- Assume consent based on character, script, or experience.
- Pressure anyone to “stay in the scene” if they’re uncomfortable.
- Use humour, feedback, or “banter” to override someone’s boundary

Example:

If a student pulls away from a physical scene, that choice must be respected immediately, no jokes, no peer pressure.

What is expected from all students

You are expected to:

- Treat peers and staff with courtesy, fairness, and integrity.
- Speak and act in ways that foster emotional and physical safety.
- Use inclusive, non-derogatory language, even in character work.
- Refrain from gossip, exclusion, or reputational harm.

- Manage disagreement professionally, not personally.
- Be conscious of tone in group chats, online comments, and public posts.
- Take ownership if your behaviour unintentionally causes harm.

This includes when you're:

- Under pressure.
- Working with people you don't get on with.
- Feeling misunderstood, unheard, or triggered.

Professional conduct is not overruled by personal frustration.

What is expected from all staff

Staff at ICMT, including freelance and guest professionals, are expected to:

- Model emotionally safe, professional behaviour.
- Maintain appropriate distance and boundaries.
- Avoid personal comments, teasing, or favouritism.
- Intervene early and assertively when witnessing boundary breaches.
- Handle disclosures sensitively and report concerns without delay.
- Uphold the dignity of all students, especially in high-stakes environments like auditions, assessments, or feedback sessions.

Non-negotiables: behaviours that breach ICMT standards

ICMT takes a zero-tolerance approach to:

- Unwanted physical contact (on or off stage).
- Sexualised comments, jokes, or DMs — regardless of tone or "banter".
- Body-shaming, stereotyping, or mocking someone's identity.
- Bullying or undermining others in group settings or group chats.
- Posting or sharing rehearsal footage without consent.
- Using industry status or confidence to intimidate quieter students.
- "Performing professionalism" in public but undermining it in private.
- Passive-aggressive exclusion (e.g. not tagging, inviting, or responding)

These behaviours are not minor. They compromise safety, community and trust. They will result in an investigation.

Online conduct and digital boundaries

Professionalism does not switch off when you close your laptop.

Online spaces are covered by this policy, including:

- WhatsApp and Snapchat groups.
- Instagram, TikTok, X (Twitter), Facebook.
- Email, Microsoft Teams, or shared drives.
- Collaborative apps and message boards.

You must:

- Be mindful of tone, emoji use, and humour.
- Use private messages respectfully.
- Think before commenting, sharing or reposting.
- Keep rehearsal material private unless permission is given.

You must not:

- Share private details, images or rumours.
- Use group chats to target, mock or manipulate others.
- Message staff outside professional hours without prior agreement (unless urgent)

Example:

A classmate shares an unflattering rehearsal photo on Instagram stories. You didn't consent. That is a breach of policy, and ICMT will act.

Understanding power and using it responsibly

Power in the studio isn't just about roles; it can come from:

- Confidence.
- Experience.
- Age.
- Popularity.
- Perceived 'talent'.
- Cultural fluency.
- Proximity to staff or industry contacts

You must never:

- Use this power to dominate or isolate others.
- Undermine someone else's contribution or worth.
- Treat your boundaries as fixed and others' as flexible.

- Leadership in creative spaces is not about control; it's about care.

What we expect when you see harm

You're not expected to be a hero. But you are expected to:

- Notice when something's off.
- Speak up when it's safe to do so.
- Support peers with care and confidentiality.
- Use ICMT's reporting systems to raise concerns without fear

We will support you if:

- You report in good faith.
- You name behaviour, even if it's uncomfortable.
- You choose compassion over convenience.
- Silence protects harm. Courage protects the community.

Quick Reference: What Behaviour Is Expected at ICMT

Environment	You must...	You must not...
Rehearsal studio	Check consent before touch or intensity.	"Stay in character" to justify harm.
Feedback session	Offer honest, constructive comments.	Use feedback to belittle or shame.
Group projects	Collaborate fairly, share space.	Dominate, exclude, or self-promote at others' expense.
Online	Communicate respectfully and clearly.	Post, message or share in ways that harm.
In conflict	Be accountable and seek repair.	Retaliate, escalate, or gossip.
As a peer with power	Include, invite, and amplify others.	Intimidate, manipulate, or override boundaries.

5. Staff-Student Relationships

Why this policy exists

At the International College of Musical Theatre (ICMT), staff and students often work closely:

- In emotionally charged scenes.
- In physical rehearsal processes.
- In feedback, assessment, or mentoring relationships

This closeness is part of the training. But it also creates risk.

Intimate personal relationships between staff and students, even if they feel “consensual”, carry a serious risk of:

- Abuse of power.
- Unfair treatment.
- Emotional dependency.
- Bias or retaliation.
- Loss of trust from others.

That’s why ICMT sets clear rules. These rules protect everyone, not just those directly involved.

ICMT’s position: no staff–student relationships

The ICMT bans all intimate personal relationships between staff and students.

This applies to:

- Sexual or romantic relationships.
- Ongoing emotionally intimate connections that go beyond a professional bond.
- Any contact, online or in person, that blurs professional lines or creates special access or treatment.

This ban applies:

- To all ICMT staff, including part-time, freelance, guest, visiting, and administrative staff.
- For the whole duration of a student’s training.
- Regardless of age or perceived consent

This is not about moral judgement. It is about safeguarding.

Who this policy applies to

A “staff member” includes anyone with direct:

- Academic responsibility (e.g. teaching, coaching, assessing, casting).
- Pastoral responsibility (e.g. wellbeing, safeguarding, complaints).
- Professional authority (e.g. directing, auditioning, referencing).

A “student” includes anyone:

- Currently enrolled on any ICMT course.
- On placement, tour, or representing ICMT.

- Who has recently completed their course, where the staff member's influence continues (e.g. references, assessment appeals).

What counts as an "intimate personal relationship"?

The OfS defines this as any relationship involving:

- Sexual activity (isolated or ongoing).
- Romantic involvement.
- Emotional intimacy that crosses professional boundaries (e.g. daily personal messaging, dependency, secrecy).

It doesn't matter:

- Whether the student "agreed".
- Whether the relationship is labelled as "casual," "secret," or "harmless".
- Whether it happened outside college hours.

If a reasonable person would see it as emotionally or sexually intimate, it counts.

Pre-existing relationships

If a relationship existed before one person became a staff member or student, the ICMT does not automatically treat this as a breach.

However:

- It must be declared confidentially to the Safeguarding Lead.
- The staff member must not have academic or pastoral influence over the student.
- A management plan will be put in place to prevent conflict of interest or harm.

This protects the student and maintains fairness for their peers.

Consequences for staff who break this policy

If a staff member:

- Enters into an intimate relationship with a student.
- Fails to declare a pre-existing relationship.
- Flirts, grooms, or initiates emotional intimacy.
- Offers or withholds opportunities based on closeness.

The ICMT will:

- Launch a formal disciplinary investigation.
- Suspend the staff member if needed.
- Escalate to dismissal if misconduct is confirmed.
- The student involved will never be blamed or penalised.

If you're in or affected by a staff–student relationship

You can:

- Speak to the Safeguarding Lead in complete confidence.
- Report the relationship at any stage, before, during, or after it ends.
- Ask for your academic or support arrangements to be changed.
- Receive emotional and safeguarding support.

You will not be judged, outed, or shamed. The ICMT protects your right to privacy, dignity, and access to safe education.

Examples of misconduct or abuse of power

These are always unacceptable:

- A tutor sends private compliments or heart emojis to a student on Instagram.
- A director repeatedly singles out a student for praise while messaging them personally at night.
- A staff member offers casting or references in exchange for personal closeness.
- A student is warned not to report something because it might "ruin someone's career".
- A staff member gossips about a student they were previously involved with.

Even if the student doesn't report it immediately, the ICMT still has to act.

Emotional closeness and boundary testing

Some boundary issues don't start as relationships. That's why we also watch for:

- Over-sharing from a staff member.
- Inside jokes or "special treatment".
- Backstage or online intimacy.
- Encouraging dependency or emotional secrets.
- Passive grooming or building romantic tension.

If it feels too close, it probably is.

How ICMT protects students and fairness

We take multiple steps to uphold safety and credibility:

Area	Action
Prevention	Staff–student relationships are banned; staff are trained on boundaries.
Disclosure	Clear, confidential route to raise concerns.
Fairness	No staff influence over students they're involved with.
Protection	Support plans, no retaliation, and academic adjustments if needed.
Accountability	Formal misconduct process, up to and including dismissal.

Quick reference: your rights

If...	ICMT will...
You are, or were, in a relationship with a staff member.	Offer you support and safeguarding with no judgement.
You report boundary-crossing behaviour.	Investigate it fairly and protect your wellbeing.
You're unsure if something "counts".	Listen, advise, and support you without pressure.
You're a peer who's affected by the dynamic.	Offer support and protect fairness in casting, marks or references.

6. How to Report A Concern

When to report

You can report a concern if you experience, witness, or hear about:

- Harassment.
- Sexual misconduct.
- Boundary-crossing behaviour.
- Abuse of power.
- Any incident that causes discomfort, distress, or harm.

You can report something that:

- Happened to you recently or in the past.
- Happened to someone else.
- Took place online, on campus, or off-site.
- Was caused by a student, staff member, guest, or external party.

You do not need to be certain. You just need to feel uncomfortable.

How to report. Your options

You choose the reporting route that feels safest and most manageable.

Section 7 explains what happens next, and when ICMT may need to act.

Option 1: Speak to someone you trust

Talk to any staff member, especially:

- Your course leader.
- A tutor.
- The Safeguarding Lead.

What happens:

- You'll be listened to calmly and without judgement.
- They'll check what support you need.
- They'll pass the concern to the Safeguarding Lead only if necessary or if you agree.

Option 2: Use the online reporting form

Report online at any time: Report a concern: Harassment or sexual misconduct. You don't need to log in.

You can:

- **Submit a named report.** The Safeguarding Lead will contact you within 2 working days.
- **Submit an anonymous report.** We will record it and use it to spot patterns and keep ICMT safe. Because we won't know who you are, we won't be able to contact you, give you updates, put protective measures in place for you, or usually take disciplinary action from an anonymous report alone.

Reports are reviewed within 2 working days.

Option 3: Ask someone to report on your behalf

A fellow student, friend, family member, or staff member can:

- Report what happened using any route above.
- Say clearly that they're doing so on your behalf.
- We'll still reach out to you (if safe to do so) to check what support you need.

What happens after you report

Stage	What we do	Your role
Receive	We log your report safely and confidentially.	You choose what details to give.
Acknowledge	If named, we respond within 2 working days.	You don't have to reply unless you want to.
Review	The Safeguarding Lead assesses any immediate risks or needs.	You're offered support and next steps.
Discuss	If you're open to it, we can talk through your options.	You decide if and how to move forward.

Act	If you want to proceed, we will begin the investigation process.	You stay informed and supported throughout.

You can pause, change your mind, or ask for support at any time.

What you can report: examples

Behaviour during training

- Repeated comments about your appearance during voice work.
- A student violating movement boundaries in physical theatre.
- A tutor touching you without consent during a correction.

Behaviour online

- Private messages with sexual or demeaning content.
- Being excluded or mocked in a cast group chat.
- A staff member sharing rehearsal photos of you without asking.

Behaviour off-campus

- Inappropriate behaviour from a guest director after class drinks.
- Feeling unsafe on tour because of a fellow student's actions.
- A placement supervisor making jokes about your gender identity.

Things that feel "off" but hard to name

- One student is being given special treatment after socialising with a staff member.
- Gossip about your personal life spreading among tutors.
- Feeling pressured to stay silent "for the good of the show".

If it bothers you, report it. It's valid.

What if I'm not ready to go formal?

That's absolutely fine.

You can:

- Report without naming names.
- Ask for support only.
- Ask for a private conversation.
- Decline any next steps.

You can still access:

- Emotional support (wellbeing, counselling referral).

- Academic support (extensions, alternative feedback).
- Safeguarding support (safety planning, separation from individuals).

We will never force you to make a formal complaint. We support your pace.

What if I'm worried about backlash?

The ICMT protects students who report.

We will not tolerate:

- Peer retaliation, exclusion, or gossip.
- Staff defensiveness or shutdown.
- Any suggestion that reporting is "disloyal" or "dramatic".
- Loss of roles, marks, opportunities, or standing.

If anyone tries to undermine your decision to speak up, tell us. That, too, is misconduct.

What if the concern involves freedom of speech?

Sometimes people say things you disagree with. That is not necessarily harassment.

But:

- Speech becomes misconduct when it causes harm, not just discomfort.
- You can report any comment that feels threatening, humiliating, or discriminatory.
- We will continually assess concerns fairly, with respect for both speech and safety.

Contact us directly

Email: safeguarding@theicmt.com. Only the Safeguarding Lead and deputy can read this mailbox.

Safeguarding Lead: Onelia Soldini

Deputy Safeguarding Lead: John Edwards

Online reporting form: Report a concern: Harassment or sexual misconduct

7. What Happens After You Report

You stay in control

Reporting something doesn't mean handing over your power.

In most cases, you decide:

- Whether to proceed formally.

- Whether to remain involved.
- Whether you want support, an outcome, or just to be heard.

Sometimes ICMT may need to act even if you would prefer we didn't: if there is a risk of harm to you or others, if a staff–student relationship is disclosed, or if there is a pattern of repeated behaviour. If that happens, we will talk to you first, explain why, and keep your involvement to what you are comfortable with as far as we can.

You will not be pushed, rushed, or ignored.

You will be treated as an adult with dignity, not suspicion.

First step: safeguarding check-in

After your report is received, the Safeguarding Lead or deputy will:

- Review your concern privately.
- Contact you (if named) within 2 working days.
- Offer emotional, academic, and safeguarding support.
- Ask what you want to happen next.

This is not an investigation, it's a calm, confidential check-in to understand:

- What you're reporting.
- What you need.
- What action (if any) do you want to take.

You can:

- Share as little or as much as you like.
- Change your mind later.
- Take time to think.

When ICMT investigates

ICMT will investigate if:

- You request it.
- There is a risk of harm to you or others.
- A staff–student relationship is disclosed.
- A pattern of repeated behaviour is identified.

In the last three cases, we may investigate even if you would prefer we didn't. We will explain why first.

If an investigation goes ahead, you'll be:

- Informed in writing.
- Assigned a named point of contact.
- Told exactly what the process will involve.
- Given space to ask questions at any time.

The person you're reporting will be told:

- That a concern has been raised.
- What does it relate to.
- That they are not being presumed guilty.
- They have a right to respond.

We do not surprise, ambush, or publicly shame people. We also do not protect people from accountability.

How the investigation works

Phase	What happens	Timeframe
1. Investigator assigned.	A trained, impartial member of staff (or external expert) is appointed.	Within 5 working days.
2. Information gathering.	Both sides are interviewed. Emails, messages or footage may be reviewed.	2–3 weeks (may vary).
3. Review and decision.	A senior decision-maker or panel reviews findings.	Within 10 working days.
4. Outcome shared.	Both parties receive a written outcome and explanation.	Usually on the same day, confidentially.

You'll be kept updated throughout, even if there's nothing new to report yet.

What outcomes are possible?

We may conclude that:

- No action is required (e.g., insufficient evidence or withdrawn concern).
- Misconduct occurred, and informal resolution is suitable (e.g. apology, boundaries agreed).
- Formal misconduct occurred, and disciplinary action is needed.

Possible disciplinary outcomes include:

- Written warning.
- Restrictions on teaching or assessment roles.

- Suspension from performance opportunities.
- Termination of employment or course enrolment.
- External referral (e.g. police), with your consent, unless someone is at risk.

You'll be told:

- The outcome.
- The reasoning behind it.
- What this means for you.
- What support is still available.

What if the outcome feels unfair?

What you can do depends on your part in the case.

If you are the student reported: you can appeal

You can appeal against the finding or the outcome if:

- new information has become available that you could not reasonably have given us earlier;
- the process in this policy was not followed, in a way that could have changed the decision; or
- the decision is not one that could reasonably have been reached on the evidence.

Send your appeal in writing within 10 working days of the date of your outcome letter. Your outcome letter tells you who to send it to.

If you work with or for ICMT and you are the person reported, you appeal under your staff or contract terms. Your outcome letter tells you how.

If you reported the concern: you can ask for a review

You can ask for a review of how ICMT handled your report and of the decision, on the same three grounds. This applies whether the person you reported is a student or someone who works with or for ICMT.

Ask in writing within 10 working days of the date of your outcome letter. Your outcome letter tells you who to send it to.

A review checks whether the process was fair and the decision was reasonable. It does not re-run the investigation. If the review finds a problem, we will tell you what we will do to put it right.

Who handles appeals and reviews

An appeal or review is handled by someone senior who has not been involved in your case before. We will tell you how long it should take, keep you updated, and give you the decision and the reasons in writing.

When ICMT's process has finished

When our process has finished, we will send you a Completion of Procedures letter. It confirms that you have used all of ICMT's internal steps and explains whether, and how, you can take your complaint to the Office of the Independent Adjudicator for Higher Education (OIA). You normally have 12 months from the date of the letter to complain to the OIA.

We send the letter within 28 days of the decision on your appeal or review. If you do not appeal or ask for a review, you can ask us for the letter once the 10 working days have passed.

If you are on the BA (Hons) Musical Theatre, including the Foundation Year

This course is validated by Coventry University, so there is an extra step for some students.

- **If you reported the concern:** after ICMT's review, you can ask Coventry University to check that ICMT followed its process correctly. Your review decision letter tells you how to ask. ICMT sends you the Completion of Procedures letter within 28 days of Coventry's check finishing.
- **If you are the student reported:** ICMT handles your case and any appeal under this policy, and sends your Completion of Procedures letter.

If you are on any other ICMT course

ICMT sends the letter, and it tells you whether the OIA can consider your complaint.

What if I'm the person reported?

If someone makes a complaint about you:

- You will be informed clearly and calmly.
- You will be treated with respect.
- You will have the chance to respond fully.
- You will be supported throughout, emotionally and academically.

Being reported does not make you guilty. We don't take sides, we take evidence.

Your rights during the process

You have the right to:

- Be treated with fairness and dignity.

- Have a support person with you at meetings.
- Receive clear updates in plain English.
- Access academic adjustments if needed.
- Choose how involved you want to be.
- Request support, even after the case is closed.

We support:

- The person who reports.
- The person reported.
- Anyone directly affected.

Emotional and academic safety

Investigations can be stressful. You're allowed to:

- Ask for more time.
- Request a pause.
- Adjust your participation (e.g. written statements instead of meetings).
- Get support from Student Services, including a referral to an external counselling service if you would like one.
- Request academic extensions or rehearsal modifications.

You will not be penalised for struggling during this process.

Confidentiality

We will:

- Share information only with those who need to know.
- Protect your privacy wherever possible.
- Not withhold an outcome from someone directly affected.
- Not allow gossip, speculation, or social fallout to shape decisions.