# **ADC Theatre Incident Pathways**

# Starting point: An incident has arisen which you wish to report/discuss further.

# 1. Is anyone at risk of immediate harm?

If YES - call the Emergency Services on 999. If at the ADC Theatre or Corpus Playroom, contact the management team or the Duty Manager. Proceed to Question 2.

If NO - proceed to Question 2.

# 2. Is the incident/complaint subject to a Criminal Investigation?

If YES - Some breaches of the University Rules of Behaviour could also constitute a criminal offence. The University will not normally investigate a matter where criminal proceedings are ongoing (including criminal investigations and appeal processes). In such cases, OSCCA will advise on actions that the ADC Theatre and/or student societies may need to take in the interim.

If NO – proceed to Informal or Formal Process.

#### **Informal Process**

### **Society Student Committee (Examples):**

- Minor breaches of Code of Conduct (CoC) during rehearsals/performances
- Concerns raised about the actions/decisions of members of a production

#### **Society Senior Treasurer (Examples):**

Mediation between students – personal conflict within the Society setting

#### **Formal Process**

Students/societies should discuss the most appropriate formal pathway with the ADC Theatre early in the process

# **ADC Theatre Management Team**

- Serious breaches of CoC in a theatre context. Where appropriate these will be referred to OSCCA.
- Repeated minor breaches of CoC in a theatre context.
- Any formal complaints related to student behaviour in a theatre context.
- Questions raised about the actions/decisions of the Student Committee.
- Concerns raised about casting/recruiting/other Society activity.
- Where conflicts of interest exist with the Student Committee

The management team can be contacted at any of their email addresses, or reports can be submitted through adotheatre.com/report

#### **ADC Theatre Executive Committee**

- Any complaints related to the management team
- Where conflicts of interest exist with the management team

The chair of the Executive Committee, Mark Billinge, can be contacted via mark@adctheatre.com

# **OSCCA (Office of Student Conduct, Complaints and Appeals)**

Breaches of the University Student Discipline Policies and Procedures, including but not limited to:

- Bullying and harassment
- Sexual misconduct
- Damage to property

Full details: https://www.studentcomplaints.admin.cam.ac.uk/student-discipline

More than one formal process may be triggered as more information emerges during or following an investigation. Confidentiality will be maintained where consultation between the University and Societies is needed.