

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 adctheatre.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.