Appendix C: Precautionary Measures Procedure

An appendix to the NSCD Policy on Harassment, Sexual Misconduct and Related Behaviours (2026)

Before you read this procedure

Please read the Harassment & Sexual Misconduct Policy and Procedure first, together with the *Emergency Powers of Suspension* policy. Any temporary suspension of a student is imposed under the Emergency Powers of Suspension and not under this appendix. This appendix covers the other precautionary measures the School may put in place while a matter is being considered.

1. Purpose of precautionary measures

Precautionary measures are temporary protective steps put in place while a report under the *Policy on Harassment, Sexual Misconduct and Related Behaviours* is being considered. They are designed to:

- Protect the reporting student, the responding student and the wider School community from further harm or risk;
- Preserve a safe and supportive environment for study, teaching and performance;
- Enable a fair, calm and proportionate investigation under the Policy or the Non-Academic Misconduct Policy.

Precautionary measures are not a penalty

A precautionary measure is not a finding of misconduct, an indication of guilt or a determination on the merits of the report. Mirroring the *Emergency Powers of Suspension*, any measure imposed under this appendix is without prejudice and is no indication of any finding of misconduct or academic failure.

2. When precautionary measures may be considered

Precautionary measures may be considered at any point from the moment a report is received under the Policy. They are most often considered at the end of the Stage 1 Initial Support Meeting, or following the Early Investigation, but may be put in place earlier where the risk requires it.

In every case, the test is whether a measure is necessary and proportionate to:

- The nature and seriousness of the behaviour reported;
- The risk of further harm to the reporting student, the responding student or others;

- Any safeguarding concerns identified for either party or for third parties;
- The need to enable a fair investigation, including protecting evidence and witnesses;
- The continued ability of both parties to study, where this can safely be supported.

3. Risk assessment

In line with the *Emergency Powers of Suspension*, no precautionary measure will be imposed without a written risk assessment.

- The risk assessment is completed by the Early Investigation Officer and one other Officer of the School (one of whom may be the Principal where necessary).
- It considers the factors at section 2 above, the views of the reporting student about what would support their safety, and any reasonable adjustments needed under the Equality Act 2010.
- It is recorded on the Stage 1 Report Form and held by the Quality Office.
- Where a temporary suspension is being considered, the risk assessment is referred to the Principal under the Emergency Powers of Suspension.

4. Measures available

The following non-exhaustive menu of measures is available. Measures may be used singly or in combination. Any measure must be the least restrictive option that meets the identified risk.

Measure	What it involves	Who approves
No-contact condition	A written instruction that the responding student must not contact, attempt to contact, or refer to the reporting student, directly, indirectly, in person, online, or through a third party.	Quality Office on behalf of the CEO/Principal.
Restriction on access to areas	A written restriction on attending specified studios, classes, communal spaces, performances, events or buildings at agreed times.	Quality Office on behalf of the CEO/Principal.
Alternative study arrangements	Reasonable changes to timetable, class groups, rehearsal groups, placements or shared spaces so that both parties can continue their studies safely.	Quality Office in consultation with the relevant Head of Programme.
Restriction on a specific role or activity	Temporary withdrawal from a representative role or other voluntary activity where contact with the reporting student is likely.	Quality Office on behalf of the CEO/Principal.

Temporary suspension	Suspension from attendance at, or access to, the provider and all activities (or specified activities), with or without conditions, under the Emergency Powers of Suspension.	CEO/ Principal only (Emergency Powers of Suspension, clause 2.2).

Temporary suspension is reserved to the Principal.

Where a temporary suspension may be necessary, the matter is referred to the Chief Executive Office & Principal under the *Emergency Powers of Suspension*. Franchise partner providers must refer such cases to the Principal (or their nominated delegate) without delay and must not exercise emergency suspension powers themselves.

5. Decision-making and communication

Where the Quality Office decides to impose one or more precautionary measures (other than temporary suspension):

- The responding student is notified, normally on the same working day. Initial notification may be verbal or by short email for expediency.
- A formal letter is issued within 3 working days of the initial notification. The letter will set out: the reasons for the decision; the measures imposed and any conditions; the duration and review date; the right to make written representations to the Principal (see section 7); the name of a designated member of staff with whom the student can communicate during the period the measures are in force; and signposting to support.
- The reporting student is informed in writing of the measures in place that affect them (for example, a no-contact condition), with appropriate explanation and within data protection constraints.
- Where the student is studying with a franchise partner provider, the partner provider is notified of the measures and any conditions, in line with the Emergency Powers of Suspension.

6. The responding student's right to representations

A responding student on whom precautionary measures are imposed has the right to make written representations to the Chief Executive & Principal (or their nominee), in line with the *Emergency Powers of Suspension*.

- Representations should normally be made within 10 working days of receipt of the formal letter.
- Representations may include: the student's account of relevant facts; the impact of the measures on their studies, accommodation, finances or wellbeing; suggested

alternative or less restrictive measures; any adjustments needed under the Equality Act 2010.

- The CEO/Principal (or their nominee) will respond in writing within 10 working days of receiving the representations, confirming whether the measures are upheld, varied or lifted, with reasons.
- Making representations does not, of itself, suspend or vary the measures in place.

7. Review, variation and lifting

- Each precautionary measure is kept under review by the Quality Office.
- A first formal review takes place within 28 calendar days of the measure being imposed, mirroring the review point in the Emergency Powers of Suspension.
- Measures will be varied or lifted as soon as they are no longer necessary or proportionate. They will be lifted in any event when the matter is concluded under the Policy or the Non-Academic Misconduct Policy.
- Any extension, variation or lifting of a measure is confirmed to the responding student in writing, with reasons, and to the reporting student to the extent that it affects them.

8. Breach of a precautionary measure

Failure by the responding student to comply with a precautionary measure (for example, breaching a no-contact condition) may itself be treated as a breach of this Policy and referred to the *Non-Academic Misconduct Policy*. It may also trigger an escalated risk assessment and, where appropriate, referral to the CEO/Principal under the Emergency Powers of Suspension.

Improper use of these powers by a member of staff, or any failure by a franchise partner provider to refer a case to NSCD as required, will be considered under the relevant disciplinary or contractual process.

9. Franchise partner providers

- This appendix applies to all NSCD-registered students, including those studying at a franchise partner provider, in line with section 1.1 of the Policy.
- A franchise partner provider may, with NSCD's agreement, implement local operational measures (such as a no-contact condition or alternative class arrangements) acting on behalf of NSCD.
- Any case where temporary suspension may be necessary must be referred to the Chief Executive & Principal (or nominated delegate) without delay, franchise partner providers must not exercise these powers themselves.

- NSCD will communicate the measures, any conditions and any changes to the franchise partner provider and will support the partner provider in implementing them.

10. Students under 18 and adults at risk

Where a precautionary measure involves a student who is under 18 or an adult at risk, the Quality Office will consult a Designated Safeguarding Officer before any measure is imposed. The provisions of procedure in the *Emergency Powers of Suspension* (disclosure to parents, guardians or relevant agencies) apply equally to measures imposed under this appendix.

11. Data, confidentiality and record-keeping

- All decisions, risk assessments and correspondence relating to precautionary measures are recorded and retained by the Quality Office in line with the NSCD Privacy Policy, the Data Protection Act 2018 and UK GDPR.
- Records are retained in line with the NSCD Privacy Policy and the Data Protection Act 2018.
- Information about the measures will be shared only with those who need to know in order to implement them safely.

12. Complaints about precautionary measures

- A student who is dissatisfied with the operation of this appendix may use the Student Complaints Procedure.
- A student who has exhausted NSCD's internal procedures and remains dissatisfied may, where eligible, refer the complaint to the Office of the Independent Adjudicator (OIA). NSCD will issue a Completion of Procedures letter on request.