

Central Film School

2025-26

Central Film School

Suspension Policy

1. Introduction

- 1.1. A student suspension is not a punishment; it is a temporary precautionary measure taken in response to an allegation of misconduct (as defined by the Non-Academic Disciplinary Procedure) or to ensure the wellbeing of all parties where an allegation of misconduct may be reasonably anticipated, or a criminal case is on-going.
- 1.2. It is not disciplinary but rather intended to facilitate an investigation to proceed unimpeded or to protect the student or other members of the School community.
- 1.3. This policy supersedes those relating to attendance.

2. Cases in which a suspension can be considered

- 2.1. Suspension may be considered as appropriate in the following cases:
 - Where it is reasonably believed there is or will imminently be a police investigation pending into an allegation that the student has committed an offence or offences against the criminal law, where the offences involve other students or affect or have the potential to affect the interests of the School or have the potential seriously to affect the health and safety of staff or students.
 - As a measure to facilitate an investigation into the conduct of a student either due to;

- a formal complaint made by another student, where a complaint has been made about the student under the School's Student Complaints Policy and Procedure.
- a report from a member of staff
- in the case of a serious allegation where the School has a duty to investigate regardless of whether the reporting party wishes to formalise the concerns.
- Where a student's criminal conviction, either disclosed or previously undisclosed, is made known to the School, and the School determines that the past offence(s) may affect the interests of the School or may seriously affect the health and safety of staff and students.
- Where a student may be causing disruption to others or may be severely damaging their own health and/or academic prospects or may be seriously affecting the health and safety of staff or students.

3. Suspension

- 3.1. The CEO or the Senior Registry & Quality Manager (or their nominee) may suspend a student for a period of up to four (4) weeks from any part of the School or any School facilities or activities by providing written notification of the suspension to the student and a copy of this regulation.
- 3.2. Any such student may not use, access or enter any such School buildings or facilities as may be specified by the CEO or the Senior Registry & Quality Manager for a defined period. An order of suspension may include a requirement that the student have no contact of any kind with a defined person or person(s).
- 3.3. Any academic member of staff shall have the right to require any person to leave their class for one particular teaching session.
- 3.4. Where an academic member of staff believes it is necessary to raise an allegation of misconduct under the School's Non-Academic Disciplinary Procedures, they shall report this in writing to Student Services by emailing studentservices@centralfilmschool.com. Representatives from the Academic Team, Student Services, and Quality & Registry, and any other necessary staff as appropriate, may discuss whether any precautionary measures are needed for example, a temporary suspension under the Suspension Policy and Procedure.
- 3.5. The CEO or the Senior Registry & Quality Manager (or their nominee) may exceptionally suspend a student from the entire School pending completion of a police investigation or criminal proceedings or any other valid reason on a case by case basis for a period of up to twelve (12) months.

4. Review and appeal

- 4.1. Throughout a period of suspension The CEO or the Senior Registry & Quality Manager (or their nominee) shall keep the suspension under review in light of any representations, developments or information which are brought to their attention and which in their reasonable opinion change the nature of the suspension or warrant its lifting. Should the period of suspension exceed four (4) weeks, the suspension should be reviewed at four-weekly intervals.
- 4.2. In addition to the above, the CEO or the Senior Registry & Quality Manager (or their nominee) must conduct a thorough investigation during the period of the suspension to establish whether the suspension should be lifted or whether the suspension be continued for a further specified time. If the investigation is not concluded by the end of the period of suspension, the suspension may continue for a further specified time as determined by the CEO or the Senior Registry & Quality Manager (or their nominee) with the student, their Course Leader and the Quality & Registry Team being notified. The student's period of suspension shall normally be concluded should no conclusion to the investigation have been reached at the end of the further specified time.
- 4.3. A student may appeal against suspension where their suspension is continued beyond four weeks through the appeals procedure outlined in the Non-Academic Disciplinary Procedures.

5. Attendance during suspension

- 5.1. Students are normally expected to fulfil all academic commitments during a period of suspension, where feasible. The student cannot however be granted access to classes or areas from which they are suspended.
- 5.2. The Course Leader or Director of Courses & Curriculum will advise the CEO and/or the Senior Registry & Quality Manager (or their nominee), and the student on how and to what extent academic commitments can be fulfilled during suspension, and any means of mitigating the academic consequences of a suspension.
- 5.3. If, in the reasonable opinion of the Course Leader or Director of Courses & Curriculum (or nominee), it is not possible to mitigate adequately the academic consequences of a suspension within the current academic year, including where a suspension continues beyond four weeks, the student may be required to intermit until they can resume their studies at an equivalent point during the following academic year to that when the suspension began. The Director of Courses & Curriculum in conjunction with the Quality & Registry Team will determine the appropriate point of recommencement.

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