



Sexual Misconduct Policy

Approved by:	MetFilm School Limited Board
Version no:	2.0
Date of approval	July 2025
Next review due:	September 2026
Last version approved:	September 2024
Changes since last version:	See Appendix 1
Link to previous version:	Version 1.0 - Archived

1. **Introduction**

This Policy applies to all students registered on a course at MetFilm School (this includes students studying on short courses) and to all staff at the School (including visiting lecturers), members of MetFilm School Board or a third party working on behalf of MetFilm School.

MetFilm School is dedicated to creating a safe, welcoming, inclusive and diverse community which nurtures a healthy environment and culture of mutual respect and consideration, allowing all members to thrive without fear of harassment, bullying, discrimination, sexual violence, abuse, coercive behaviours or related misconduct.

MetFilm School provides a range of support for students to access where they have experienced any form of sexual misconduct or harassment. Whether or not a student wants to report an incident, it is important that they have access to support in relation to their experience. Students should speak to a Student Wellbeing Advisor for confidential guidance or advice, either in person or via mail or phone.

MetFilm School also recognises that incidents of sexual misconduct may occur within its community and will not tolerate staff or students who engage in behaviours which include forms of unwanted sexual contact, coercive and controlling behaviour, stalking and conduct that is likely to violate a student's dignity, or that creates an intimidating, hostile, degrading, humiliating or offensive environment. If you have experienced behaviour of this kind where another student, staff member or third party is involved, you can make a report as set out in this Policy so that it can be thoroughly investigated and, if appropriate, action can be taken by MetFilm School.

Further information about the behaviour expected of students can be found in our *Student Code of Conduct, Bullying & Harassment Policy & Procedure and Student Social Media Policy and Guidelines*.

All student policies and procedures referred to in this policy can be found here: [Policies and Key Documents - MetFilm School](#). [Staff policies and procedures can be found here](#) (accessible to staff).

2. **General Principles & Scope**

MetFilm School requires that all members of its community treat each other with respect and that all members of its community are responsible for upholding these requirements.

MetFilm School will actively respond to all Reports of Sexual Misconduct and, although recognising that some incidents may also constitute a criminal offence, it will ensure that in all cases that Reports are carefully and thoroughly investigated and addressed through a process that is fair, transparent and clearly communicated to individuals involved. Where a criminal investigation is ongoing, MetFilm School may pause or adapt its internal process to avoid compromising external proceedings, but this does not prevent MetFilm School from taking appropriate action under its own policies and procedures. MetFilm School will respect an individual's choice about taking a Disclosure forward.

Where a Report of Sexual Misconduct constitutes a criminal offence, it may be addressed through criminal proceedings, internal disciplinary proceedings or, in appropriate cases, through both channels.

All Reports of Sexual Misconduct referred to MetFilm School which are made against its staff or students will be assessed on the balance of probabilities (meaning that it is more likely than not that the

misconduct occurred), in line with MetFilm School's Student Disciplinary Procedure and the appropriate sector guidance.

Staff at MetFilm School will be briefed in relation to this Policy as appropriate to their roles. All staff involved in receiving disclosures of harassment and/or sexual misconduct, conducting investigations, or making disciplinary decisions will have completed mandatory specialist training to ensure they are equipped to handle such matters. All staff involved in its implementation will act with impartiality and discretion at all times and maintain confidentiality.

This Policy covers all incidents of Sexual Misconduct as defined within. Although it specifically covers incidents of Sexual Misconduct experienced in the course of work or study at MetFilm School in which the Responding Party is a current student or staff member of MetFilm School, Reports made under this Policy are not limited to the physical premises of MetFilm School or its immediate surroundings.

Reports of Sexual Misconduct covered by this Policy will be considered by MetFilm School under its own internal disciplinary processes. Where the Responding Party is a student, this will be under MetFilm School's Student Disciplinary Procedure, and where the Responding Party is a staff member this will be under the Staff Disciplinary Procedure.

MetFilm School requires all partners including providers to uphold equivalent standards, ensuring that robust mechanisms are in place to prevent and respond to Sexual Misconduct. MetFilm School undertakes Due Diligence of all partners including placement providers to ensure that they have clear policies, accessible reporting routes, and appropriate support structures, in line with the expectations of the Office for Students and our shared commitment to student safety and wellbeing. If any incidents occur while on a placement or work experience, our community are encouraged to seek support under this Policy and through the reporting options set out within it.

This Policy does not cover incidents of non-sexual harassment, as MetFilm School has a separate Bullying & Harassment Policy & Procedure to deal with such matters. If there is a conflict or overlap between this and another of MetFilm School's policies or procedures, then Academic Services will decide which policy should apply.

3. Definitions & Terminology

MetFilm School defines *Sexual Misconduct* as any unwanted conduct of a sexual nature, whether it occurred physically in person or by other means, including phone, e-mail, letter or digital or electronic means, such as social media. It includes the following (whether it is within a sexual or romantic relationship, whether any consent to sexual activity has been given previously and then withdrawn, or whether the behaviour happens physically or virtually):

- Making unwanted remarks of a sexual nature.
- Touching inappropriately without consent.
- Kissing without consent.
- Inappropriately showing sexual organs to another person.
- Sharing private sexual materials of another person without consent (images, video, voice recordings, text message, letters, emails, etc.).
- Attempting to or engaging in sexual intercourse or a sexual act without consent.
- Repeatedly following another person without good reason.
- Conduct of a sexual nature which creates (or could create) a degrading, intimidating or hostile environment for others, including making unwanted remarks of a sexual nature.

- Arranging or participating in activities or events which may reasonably be assumed to be degrading and humiliating to those who have experienced sexual violence, including inappropriately themed social and initiation events.

Coercive or Controlling Behaviour is defined as any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those who are, or have been, intimate partners or family members regardless of gender or sexuality. This can include, but is not limited to, psychological, physical, sexual, financial and/or emotional abuse.

Complicity is any act that knowingly helps, promotes, or encourages any form of Sexual Misconduct by another individual.

Retaliation may constitute any words or actions, including intimidation, threats, or coercion, made in response to Disclosures or Reports made under this Policy & Procedure by any individual, including both the Responding Party and the Reporting Party, as well as witnesses, friends or relatives.

Coercion or Force includes any physical or emotional harm or threat of physical or emotional harm which would reasonably place an individual in fear of immediate or future harm, with the result that the individual is compelled to engage in a sexual act.

Consent is the agreement by choice where the individual has both the freedom and capacity to make that choice. Consent cannot be assumed on the basis of a previous sexual experience or previously given consent, or from the absence of complaint, and each new sexual act requires a re-confirmation of consent as the foundation of a healthy and respectful sexual relationship. Consent may be withdrawn at any time before or during a sexual act.

Capacity to Consent: Free consent cannot be given if the individual does not have the capacity to give consent. An individual is incapacitated when asleep, unconscious, semi-conscious, or in a state of intermittent consciousness, or any other state of unawareness that a sexual act may be occurring. Incapacitation may occur on account of a mental or developmental disability, or as the result of alcohol or drug use.

Freedom to Consent: For consent to be present, the individual must freely engage in a sexual act. Consent cannot be inferred from a lack of verbal or physical resistance. Consent is not present when submission by an unwilling participant results from coercion, force, threat, intimidation or the exploitation of power.

A *Disclosure* involves an individual choosing to tell anyone who is part of MetFilm School community, either in person or anonymously, about their experience of Sexual Misconduct (different from Report) on the understanding that such a disclosure cannot be used for the purposes of investigating any disciplinary allegation under this Policy.

A *Report* is the sharing of information with a staff member of MetFilm School regarding an incident of Sexual Misconduct experienced by that individual for the purposes of initiating the investigation process as set out in this Policy and the accompanying procedures (different from Disclosure).

Reporting Party is the person(s) who has been the subject of the alleged incident of Sexual Misconduct or other Policy breach.

Responding Party is the person(s) whose behaviour it is alleged amounted to an incident of Sexual Misconduct or other Policy breach.

Malicious reporting occurs when an individual makes allegations of Sexual Misconduct that they know to be untrue.

Vexatious reporting involves the creation of persistent, unwarranted reports made under this Policy, or a refusal to accept any reasonable decisions arising from the application of the accompanying procedures to this Policy.

Alcohol and/or Drug Use: Incapacitation arising from alcohol or drug consumption should be evaluated on the basis of how the alcohol/drugs have affected the individual. Signs of incapacitation may include, but are not limited to, one or more of the following: slurred speech, unsteady gait, bloodshot eyes, dilated pupils, unusual behaviour, blacking out, a lack of full control over physical movements, a lack of awareness of circumstances or surroundings, and/or an inability to communicate effectively. Intoxication is never a defence for committing an act of Sexual Misconduct or for failing to obtain consent. If there is any doubt as to the level or extent of one's own or the other individual's incapacitation, the safest approach is not to engage in a sexual act.

MetFilm School recognises that there are potentially additional types of behaviour that will constitute a breach of this Policy and which will, therefore, need to be considered under the relevant internal disciplinary regulations.

MetFilm School upholds the principles of freedom of speech, which includes a general assumption in favour of open academic discussion. This presumption requires MetFilm School to assume that exposing students to course materials, statements made, and views expressed by individuals as part of teaching, research, or discussions related to any subject matter connected with the content of a higher education course are unlikely to constitute harassment. However, if it is demonstrated that these matters do indeed amount to harassment, appropriate action will be taken.

4. Confidentiality

Confidentiality will be maintained, where possible, throughout the Disclosure, Reporting and investigative processes in recognition of the sensitive nature of Sexual Misconduct matters. As such, information will usually only be shared with relevant individuals/entities (who may be internal or external to MetFilm School, including internal counsellors, witnesses, external specialists from agencies like Rape Crisis, Sexual Assault Referral Centres or the Police) with the agreement of the Reporting Party. If MetFilm School needs to make a disclosure within its processes it will only do so where it is necessary and proportionate to do so.

MetFilm School reserves the right, and may be under obligation, to share information in exceptional circumstances where such disclosure is necessary to protect any individual or the School's wider community from harm or to prevent a crime from taking place. All individuals involved in any process under this Policy must keep information disclosed to them as part of the process confidential. Any unauthorised disclosure of confidential information will be considered misconduct and will be considered under the appropriate disciplinary procedures.

Throughout all proceedings, MetFilm School will act in compliance with the relevant data protection regulations for the UK, Germany or Ireland, as appropriate.

5. Police Investigations & Criminal Proceedings

This Policy aims to support the Reporting Party in bringing incidents of Sexual Misconduct to the attention of MetFilm School and to support them when they assess and choose the course of action that is most appropriate for them.

Where a criminal investigation or proceedings are ongoing or expected to begin in relation to a Disclosure, MetFilm School can still receive a Report of Sexual Misconduct. However, to avoid prejudicing any criminal proceedings, MetFilm School may decide to delay starting its own investigation or temporarily pause one that is already in progress. In all cases, MetFilm School will take any necessary precautionary action to protect the individuals involved and the wider MetFilm School community. Any precautionary action will be implemented in accordance with either MetFilm School's Student Disciplinary Procedure or Staff Disciplinary Procedure (as appropriate).

Reports of alleged incidents of Sexual Misconduct made under this Policy, including those where the Reporting Party chooses not to report the matter to the Police, will be reviewed by the Student Wellbeing Manager (or nominee). A review may also be conducted after the conclusion of a criminal investigation or proceedings where there are issues outstanding and pertinent to the parties involved.

A decision by the Police, Crown Prosecution Service or other law enforcement agency to take no further action in relation to a criminal matter or an acquittal at a trial does not preclude MetFilm School from taking action under this Policy and related Procedures and does not mean the Reporting Party has made a vexatious or malicious Report. MetFilm School operates under a different standard of proof – the balance of probabilities – and assesses whether there has been a breach of its own disciplinary procedures, which may still be relevant regardless of the outcome of any criminal proceedings.

In all cases, MetFilm School will advise the Reporting Party that it does not have the legal investigatory powers of the Police and cannot make a determination on criminal guilt. An internal investigation is focused exclusively on whether a breach of this Policy has occurred. The internal process cannot, therefore, be regarded as a substitute for a Police investigation or criminal prosecution.

Where a student or staff member has been convicted of a criminal offence or accepts a police caution in relation to behaviour that falls within the scope of this Policy, the conviction/caution will be taken as conclusive evidence that the behaviour took place, and no further investigation shall be required by MetFilm School. The case will be referred as an allegation of Major Misconduct via either MetFilm School's Student Disciplinary Procedure or Staff Disciplinary Procedure. While the process is likely to be more streamlined in such cases, MetFilm School will still need to make a formal finding under the relevant procedure and apply appropriate sanctions based on that finding.

6. Support

MetFilm School is committed to providing support for any members of its community affected by these issues and will provide information on support resources available and offer interim measures as appropriate to the Reporting Party, Responding Party and any witnesses involved in alleged incidents of Sexual Misconduct.

Support resources are available to any member of MetFilm School who discloses an incident, regardless of their choice to make a Report to MetFilm School or the Police, and this support remains available irrespective of the outcome of an investigation.

The Reporting Party and Responding Party will each have separate members of staff assigned to them to offer welfare and pastoral support and may be signposted to an appropriate external body to access free, impartial and confidential advice.

Before Completing an Anonymous Disclosure or making a formal report, students are advised to:

- Read this Policy and the accompanying Student Disciplinary Procedure in full.
- Seek confidential advice or support from Student Wellbeing Advisors.
- Contact the Student Wellbeing Team for help to explore options available and guidance on the relevant processes.
- Review the School's [Single Comprehensive Source of Information](#) relating to Harassment and Sexual Misconduct, which includes contact details for local Student Wellbeing teams.

7. Disclosing or Reporting Sexual Misconduct to MetFilm School

7.1. Disclosure

If a Student at MetFilm School has experienced any kind of Sexual Misconduct, they can disclose or report this to MetFilm School as follows:

- Using the [Anonymous Disclosure Form](#), which helps MetFilm School monitor the number and type of reports and reasons for those reports, with those reporting remaining anonymous.
- Provide an open but confidential Disclosure to MetFilm School without being required to make a formal Report.
- Make a formal Report under this Policy, through which a student can request that another student's or staff member's behaviour is investigated.

Disclosure and Reporting are separate actions that the Reporting Party may choose to take. MetFilm School recognises the importance of minimising the number of times the Reporting Party has to disclose an incident of Sexual Misconduct, and so it will take steps to reduce this wherever possible, while still ensuring that appropriate evidence is gathered and proper procedures are followed.

A Disclosure of an incident of Sexual Misconduct may be received by MetFilm School in a variety of ways, and may not necessarily be brought forward by the Reporting Party.

A Disclosure may relate to a Responding Party who is or is not a member of MetFilm School community, and it does not automatically result in a Report being made under this Policy. MetFilm School respects the right of the Reporting Party to choose how to take forward a Disclosure.

Following a Disclosure, the Reporting Party will be given their reporting options along with information on resources for specialist support. MetFilm School recognises that the Reporting Party may require time and reflection before making a decision. The Reporting Party will be given the option and support to do one or more of the following:

- Report to the Police.
- Report to MetFilm School under this Policy.
- Make no report of the incident.
- Access advice and support services, regardless of whether a Report is made.

Before Completing an Anonymous Disclosure or Formal Reporting Form students are advised to:

- Read this Policy and the accompanying Student Disciplinary Procedure in full.
- Seek confidential advice or support from Student Wellbeing Advisors.
- Contact the Student Wellbeing Team for answers to any questions about the process.
- Review the School's [Single Comprehensive Source of Information](#) relating to Harassment and Sexual Misconduct, which includes contact details for local Student Wellbeing teams.

Anonymously Disclosing Sexual Misconduct

A Student can anonymously Disclose any allegation of Sexual Misconduct to MetFilm School using [this Anonymous Disclosure Form](#). This process is completely anonymous and enables MetFilm School to understand the prevalence and type of misconduct happening, as well as the reasons why those disclosing wish to remain anonymous. However, its purpose is to collect statistical information and it will not result in any action being taken in relation to the disclosed incident. However, discretion should be retained to act where it's appropriate to do so, for example, where multiple disclosures contribute to identifying patterns or trends in behaviour that warrant further investigation (even if ultimately a disciplinary cannot progress).

7.2 Reporting Sexual Misconduct and the Student and Staff Disciplinary Procedures

The Reporting Party may choose to make a formal Report to MetFilm School under this Policy with the intention of initiating an investigation process under the relevant MetFilm School Student or Staff Disciplinary Procedure, as set out below. To make a formal Report to MetFilm School, the Reporting Party should complete and submit [this Reporting Form](#), setting out the allegation of Sexual Misconduct and indicating the Responding Party and any witnesses. A Report cannot be investigated if the Reporting Party does not wish the substance of the allegation to be made known to the Responding Party.

If a case is reported by a Student in respect of the conduct of another Student, it will be referred for consideration under the Student Disciplinary Procedure; if it relates to the conduct of a staff member, it will be referred under the Staff Disciplinary Procedure:

- MetFilm School will acknowledge the Report and offer to meet with the Reporting Party to discuss it in more detail. The Reporting Party will be given a point of contact in the Student Wellbeing Team who will deal with the ongoing case. MetFilm School will then decide pursuant to the Student Disciplinary Procedure or Staff Disciplinary Procedure whether there is enough evidence to consider pursuing a student for a breach of this Policy.
- MetFilm School will then follow the process in the Student Disciplinary Procedure or Staff Disciplinary Procedure.
- If, on the balance of probabilities, there is sufficient evidence that the terms of this Policy have been breached, then sanctions up to and including temporary or permanent exclusion from MetFilm School can be imposed.

Retaliation of any kind, including any words or actions, intimidation, threats or coercion, against a student for instigating or engaging with an investigation will be dealt with as Misconduct.

8. Levels of Sexual Misconduct

Breaches of this Policy that are likely to constitute matters of Minor Misconduct under MetFilm School's Student Disciplinary Procedure may include:

- Kissing another person on the hand or cheek without consent where the evidence indicates that an element of force or other harassment behaviours were not involved.
- A single incident of following another person without good reason where no threatening or abusive behaviour is involved.
- Making a single remark of a sexual nature where there was clearly no intention to cause offence.
- One-off acts of nudity involving inappropriate display of sexual organs to others where the act is not focused upon any individual and does not contravene any other Regulation, Code, Policy or Procedure of MetFilm School.

If it is determined that a breach of this Policy constitutes Minor Misconduct under MetFilm School's Student Disciplinary Procedure, MetFilm School will apply sanctions following the Minor Misconduct procedure as set out therein.

Breaches of this Policy which are likely to constitute matters of Major Misconduct under MetFilm School's Student Disciplinary Procedure may include:

- Engaging or attempting to engage in a sexual act without consent.
- Kissing another person without consent where the presence of force is substantiated by the evidence.
- Sexually touching an individual without consent.
- Threatening or abusive behaviour of a sexual nature.
- A pattern of coercive or controlling behaviour.
- Recording, sharing and/or distributing intimate images or recordings of another person without their consent.
- Instances where non-major Sexual Misconduct and violence breaches are frequent or repeated or where the Responding Party fails to comply with disciplinary decisions or sanctions.
- A conviction of a criminal offence or a Police caution in relation to behaviour that falls within the scope of this Policy & Procedure.

If it is determined that a breach of this Policy constitutes Major Misconduct under MetFilm School's Student Disciplinary Procedure, MetFilm School will apply sanctions following the Major Misconduct procedure as set out therein.

In the case of findings of Sexual Misconduct under MetFilm School's Student Disciplinary Procedure, MetFilm School may apply the following specific sanctions in addition to those set out therein, but only in respect of cases falling within the scope of this Policy:

- A requirement to undertake additional training and/or a recommendation to attend an appointment for counselling.
- A permanent restriction on contact with a named person or persons (a 'No Contact Order').

In the case of findings of Sexual Misconduct under MetFilm School's Staff Disciplinary Procedure, MetFilm School will apply sanctions following the Major Misconduct procedure as set out therein, including or in addition to the specific sanctions listed above.

9. Right of Appeal following completion of the Student Disciplinary Procedure

The responding party has the right of appeal following the outcome of a Sexual Misconduct Investigation – details are in the Student Disciplinary Procedure and will be provided in their outcome letter. Following this, the student will be sent a 'Completion of Procedures Letter'.

If the student remains dissatisfied, they have the opportunity to apply for a review by the Office of the Independent Adjudicator for Higher Education (OIA). The OIA is an independent body which considers student complaints which have not been resolved through an institution's internal procedures. This service is free to students. The deadline for an appeal to the OIA is 12 months from the date of the Completion of Procedures Letter. For further details, [visit the OIA website](#).

Appendix 1 – Changes made since the last version of the policy

The Sexual Misconduct Policy has been updated to ensure that it reflects the new Office for Students Condition of Registration E6. The main differences in the new policy are as follows:

- Expanded Scope & Applicability to show that it clearly applies to all MetFilm School students on short courses.
- Clearer Framework for Reporting:
 - Disclosure vs. Report: Disclosure is for sharing without triggering disciplinary action; Report initiates formal investigation.
 - Anonymous Disclosure option now explicitly described, with clarifications on its role and limitations.
- Criminal vs. Internal Proceedings – clarified that MetFilm School will conduct its own investigations even if criminal processes are active or inconclusive.
- Now reflects that staff undertaking investigations will have received specialist training (in line with E6)
- Clarity on students' rights on placements / work experience, and partner providers.
- Reflects Freedom of Speech requirements.
- Clarity regarding disclosure vs report, and the balance of probabilities (and new reporting forms linked)
- Enhanced information relating to support, and links to the Single Comprehensive Source of Information relating to harassment and sexual misconduct.
- Added right of appeal and OIA should the case progress to Student Disciplinary Procedure (this was always a right of the student but is now clear in this procedure)