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**FITNESS TO PRACTISE**

**CAUSE FOR CONCERN FORM**

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| **Please ensure that you have read and understood the Student Code of Conduct and Fitness to Practise Procedure available at:** [**https://registry.southwales.ac.uk/student-regulations/fitness-practise/**](https://registry.southwales.ac.uk/student-regulations/fitness-practise/)  **This form should be submitted to the course leader of the course the student is enrolled on. All relevant evidence MUST be submitted with this form.** |

**YOUR DETAILS**

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| **Surname:** |  | **First Name(s):** |  |
| **Job title:** |  | | |
| **Email address:** |  | | |
| **Telephone Number:** |  | | |

**DETAILS OF STUDENT AGAINST WHOM ALLEGATIONS ARE BEING MADE**

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| **Surname:** |  | **First Name(s):** |  |
| **Student number:** |  | | |
| **Course:** |  | | |
| **Placement details:** |  | | |
| **Has the student been withdrawn from placement?** | | YES ☐ NO ☐ | |
| **Is the student due to graduate?** | | YES ☐ NO ☐ | |

**DETAILS OF THE ALLEGED CAUSE FOR CONCERN**

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| **Date of incident:** | *Click or tap to enter a date.* | **Time of incident:** |  |
| **Location:** |  | | |

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| **Does the case involve:** | |
| **An adult or child safeguarding issue:** | YES ☐ NO ☐ |
| **An investigation involving children or vulnerable persons:** | YES ☐ NO ☐ |
| **Investigation of potential fraud:** | YES ☐ NO ☐ |

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| **If the case relates to a criminal offence, please clarify the current status of the student:** | |
| **Arrested without charge:** | ☐ |
| **Arrested pending further enquiries:** |  |
| **Cautioned:** |  |
| **Convicted:** |  |
| ***NB. Student Code of Conduct 5.1***  ***Where an allegation is of sufficient seriousness, the Risk Assessment Panel or, due to the urgent or sensitive nature of the matter, the University Secretary (or nominee), may approve precautionary action until an investigation/hearing has taken place and a conclusion has been reached (please see Risk Assessment Procedures for further details). Precautionary action will be reasonable and proportionate*** | | |
| **Description of incident:** | | |
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| **Please tick the boxes that you believe best describes the allegation:** |

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| **FTP 4.1 Professional misconduct:** |

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| **Student Code of Conduct 6.3.1 Physical misconduct:** | |
| Punching | **☐** |
| Kicking | **☐** |
| Slapping | **☐** |
| Biting | **☐** |
| Pulling hair | **☐** |
| Pushing/shoving | **☐** |

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| **Student Code of Conduct 6.3.2 Sexual misconduct:** | |
| Engaging or attempting to engage in sexual intercourse or a sexual act without consent | **☐** |
| Taking intimate photographs of another person without their consent, for example upskirting | **☐** |
| Sharing private sexual materials of another person without consent | **☐** |
| Kissing and/or touching inappropriately without consent | **☐** |
| Inappropriately showing sexual organs to another person | **☐** |
| Making unwanted remarks of a sexual nature | **☐** |
| Repeatedly following another person without good reason; | **☐** |

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| **Student Code of Conduct 6.3.3 Abusive behaviour:** | |
| Threats to hurt another person | **☐** |
| Engaging in any activity or behaviour which contravenes the University's Strategic Equality Plan or Dignity at Study/Dignity at Work policies, including acts of racial hatred, non-violent extremism, violent extremism and/or terrorism and abusive comments relating to an individual’s sex, sexual orientation, religion or belief, race, pregnancy, marriage/civil partnership, gender reassignment, disability or age | **☐** |
| Acting in an intimidating and hostile manner | **☐** |
| Malicious or vexatious allegations against other members of the University community | **☐** |
| Use of inappropriate language | **☐** |
| Repeatedly contacting another person (by phone, email, text or on social networking sites) against the wishes of the other person (see also the University’s Social Media Policy: [https://its.southwales.ac.uk/policies-and-regulations/](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fits.southwales.ac.uk%2Fpolicies-and-regulations%2F&data=02%7C01%7Csiobhan.coakley%40southwales.ac.uk%7Cb87b3ee5c469457430aa08d763044bcd%7Ce5aafe7c971b4ab7b039141ad36acec0%7C0%7C0%7C637086742406823774&sdata=UnOSIS%2B7JaYXGi9Znvd4s6YzjSsjIhNa04U3tHNF3QM%3D&reserved=0)). |  |

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| **Student Code of Conduct 6.3.4 Damage to property:** | |
| Causing damage to University property or property of other students, staff or visitors | **☐** |

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| **Student Code of Conduct 6.3.5 Unauthorised taking or use of property:** | |
| Unauthorised entry onto or unauthorised use of University premises | **☐** |
| Misuse of University property (for example computers and laboratory equipment) or failure to comply with IT regulations; | **☐** |
| Purchase or order goods on behalf of the University without due authorisation | **☐** |

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| **Student Code of Conduct 6.3.6 Causing a health of safety concern:** | |
| Act/omission that did cause or could have caused serious harm on University premises or during University activities and including interfering with anything provided in the interests of Health and Safety at Work as detailed in the [Health and Safety Policy document](https://thehub.southwales.ac.uk/Interact/Pages/Section/SubFullOne.aspx?subsection=2435) | **☐** |
| Act/omission that did cause or could have caused a health and safety concern on University premises or during University activities | **☐** |
| Carrying potential weapons, for example knives, whilst on a university campus |  |

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| **Student Code of Conduct 6.3.7 Operational obstruction** | |
| Acts/omissions/statements intended to deceive the University | **☐** |
| Disruption of the activities of the University (including academic, administrative, sporting and social) on University premises or elsewhere | **☐** |
| Disruption of the functions, duties or activities of any student or employee of the University or any authorised visitor to the University | **☐** |
| Bribe or attempt to bribe a member of university staff | **☐** |
| Improper interference with the activities of the University (including academic, administrative, sporting and social) on University premises or elsewhere | **☐** |
| Improper interference with the functions, duties or activities of any student or employee of the University or any authorised visitor to the University |  |
| Fail to comply with the reasonable request of an authorised individual | **☐** |
| Fail to give their name and address to an officer or employee of the University when reasonably requested to do so by such officer or employee in the course of their duties | **☐** |

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| **Student Code of Conduct 6.3.8 Reputational damage:** | |
| Behaviour which has caused or could have caused damage to the reputation of the University | **☐** |

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| **Student Code of Conduct 6.3.9 Issues specific to the country of study:** | |
| This includes, but is not limited to, failure to comply with the laws of the country of study, **where this is outside of the UK**, and failure to comply with policies or regulations, including rules as may be imposed by management in relation to the use of shared or campus facilities | **☐** |

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| **FTP 4.2 Professional unsuitability:** |

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| 1. **Persistent, inappropriate attitude or behaviour:** | |
| Failure to accept and follow advice from the University or placement/practice learning provider; | **☐** |
| Failure to follow recommended procedures/practices that may put other people; clients, students, staff at risk of harm | **☐** |
| Persistent lack of motivation or interest and/or non-participation in learning activities (eg practice learning/placements, presentations, timetabled academic sessions, academic or pastoral tutorials, clinical skills sessions, direct client care); | **☐** |
| Non-attendance at class, work placement or other relevant appointment | **☐** |
| Poor application to and failure to submit work | **☐** |
| Continuously failing required professional competencies/proficiencies | **☐** |

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| 1. **Unprofessional behaviour:** | |
| Misuse of the internet and social networking sites | **☐** |
| Failure to keep appropriate professional or sexual boundaries | **☐** |
| Breach of confidentiality | **☐** |
| Unlawful discrimination | **☐** |
| Persistent rudeness to people, colleagues or others | **☐** |
| Unsocial behaviour that adversely affects the proper operation of the professional practice context. | **☐** |
| Dishonesty. |  |

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| **FTP 4.3 Health concerns:** |

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| Circumstances when a student’s fitness to practise is impaired and it is not possible to provide reasonable adjustments due to health and safety/other restrictions, which may make it impossible for a student to graduate with a professionally approved/accredited degree, preventing them from entering further training, or registering with the relevant professional body. | **☐** |

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| **Other:** | |
|  | **☐** |

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| **Professional Regulations** |
| Link to Professional Regulations e.g NMC  Alleged to have breached (please supply details of specific sections) |

**DETAILS OF POSSIBLE WITNESSES**

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| **Surname:** |  | **First Name(s):** |  |
| **Contact Details:** |  | **Is the witness a student at University of South Wales:** | YES ☐ NO ☐ |

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| **Surname:** |  | **First Name(s):** |  |
| **Contact Details:** |  | **Is the witness a student at University of South Wales:** | YES ☐ NO ☐ |

**DETAILS OF ANY ACTION ALREADY TAKEN**

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| **In addition to this form what actions have already been taken in relation to this matter:** | |
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| **Is the student aware of the information included in this form and any supporting evidence:** | YES ☐ NO ☐ |
| **Have you reported this matter to the police:** | YES ☐ NO ☐ |

**DECLARATION**

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| **I declare that the information given above, and any attached corroborating evidence, is accurate and true to the best of my knowledge.**  **I understand that in submitting this form I give my approval for relevant information/evidence to be made available to appropriate parties on request and shared in line with the relevant Communication Plan[[1]](#footnote-1)[1] and Privacy/Fair Processing Notice[[2]](#footnote-2)[2].** | | | |
| **Signed:** |  | **Date:** | Click or tap to enter a date. |

***This form is available in Welsh. Mae’r ffurflen hon ar gael yn Gymraeg.***

1. [1] Communication plans for each area of casework can be found here: https://registry.southwales.ac.uk/student-regulations/ [↑](#footnote-ref-1)
2. [2] <http://uso.southwales.ac.uk/ig/dp/> [↑](#footnote-ref-2)