



STUDENT CASEWORK UNIT

RISK ASSESSMENT PROCEDURE

1. A Risk Assessment Panel may be convened where the University is informed or becomes aware that:
 - a student/apprentice has disclosed that, during the course of their studies, they have received a criminal caution, charge or conviction;
 - a student/apprentice is being investigated by the relevant authorities on suspicion of having committed a serious criminal offence;
 - an investigation is about to commence;
 - a concern has been raised during an investigation into an alleged misconduct that the student/apprentice poses a risk to themselves or others;
 - any other circumstance where the actions of a student/apprentice could cause a risk to the wellbeing of the University community or reputational damage to the institution.

In certain cases, due to the urgent or sensitive nature of the matter, the University Secretary (or nominee), may approve precautionary action until a hearing takes place and a conclusion has been reached.

2. The risk assessment is required to make recommendations for precautionary action where necessary and appropriate, in the context of safeguarding¹ the Responding Student/Apprentice themselves, the Reporting Party, other members of the University community or the University's reputation. The role of the Risk Assessment Panel is to assess the risks arising from the alleged incident on the basis of the allegation reported to the University. In conducting the risk assessment, it is not the role of the Panel to investigate or determine whether the alleged incident has occurred as reported. The University's procedure for dealing with misconduct that is also a criminal offence can be found in sections 6.7 to 6.10 of the Student Conduct Procedure.
3. The Risk Assessment Panel will be constituted from the following:
 - University Secretary or nominee (Chair)
 - Director of Student Services
 - Director of Chaplaincy Services
 - Chief Executive Officer, Students' Union
 - Head of Corporate Communications
 - Head of Accommodation Services
 - Security and Cleaning Manager
 - Dean of Faculty of the student
 - Head of Student Casework or nominee (Secretary)

¹ The term safeguarding is used here to refer to the protection of health, well-being and rights of individuals.

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The Chair, in consultation with the Head of Student Casework, will confirm which staff are required to attend, depending on the nature of the case. The Chair may ask for a member of staff with specific expertise to attend a meeting, if it is deemed necessary. A nominee of a Panel member is permitted to attend in their place.

4. The function of the Risk Assessment Panel is to:
 - evaluate the circumstances as presented;
 - identify and measure risks;
 - advise the University Secretary (or nominee) what action, if any, should be taken to remove or mitigate the risks.
5. In assessing risk and determining what recommendations it offers regarding precautionary action the following must be considered:
 - the type of misconduct;
 - the circumstances of the incident;
 - the circumstances of the individuals involved;
 - the views of the police/prosecutor/probation service.
6. The Risk Assessment Panel will consider the impact or potential impact on the Reporting Party/Responding Student/Apprentice of any measures taken and the support arrangements that need to be put in place (for example, one-to-one pastoral support, counselling sessions and academic adjustments). The Risk Assessment Panel will also consider any measures that need to be put in place to protect the investigation.
7. The Responding Student/Apprentice will have the right to make written representations prior to the decision being made or, where that is not possible due to the urgent or sensitive nature of the matter, as soon as possible thereafter.
8. The Responding Student/Apprentice will not normally be required to meet with the Risk Assessment Panel. However, there may be certain circumstances where the Risk Assessment Panel feels this will be necessary.
9. The Student Casework Unit will write to the Responding Student/Apprentice to inform them that a Risk Assessment Panel is being convened (other than where the case is urgent, see point 7 above) and, where appropriate, will ask the Responding Student/Apprentice to provide any other pertinent information.
10. The Chair will write to the Responding Student/Apprentice to provide them with the outcome of the meeting within two working days.
11. Precautionary action must be reasonable and proportionate; such action is not a punishment but a neutral act to allow the University to apply its regulations. The following constitutes a non-exhaustive list of examples of precautionary actions in respect of a Responding Student/Apprentice:
 - Temporary suspension from studies; this will be interpreted as temporary exclusion from all University campuses and services, including residential accommodation, unless exceptions are made by the Panel and communicated to the Responding Student/Apprentice in writing. However, the Responding Student/Apprentice may visit the campus to access any

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support required in preparing a defence, eg, from the Students' Union or Student Services, providing appointments have been made formally and in advance through the Student Casework Unit or other professional services department.

- Temporary exclusion from the campus, or certain areas of the campus (for example the Students' Union or halls of residence).
 - Suspension of access to the University's IT facilities.
 - Imposing certain restrictions/conditions (for example requiring them to move accommodation, and/or requiring them not to contact specified individuals and/or requiring them to attend regular meetings with nominated staff or external agencies).
 - Temporary suspension from a placement.
12. The time-period for review will be set by the Risk Assessment Panel, taking the individual circumstances of each case into consideration.
 13. If the actions of the Responding Student/Apprentice have impacted upon another member of the University community, the Risk Assessment Panel will inform them of any precautionary action taken, should that be deemed necessary.
 14. The Responding Student/Apprentice and the Reporting Party will be advised to seek support and/or guidance from Student Services as appropriate, and in particular from the Student Money Advice team regarding their financial circumstances and the implications of any precautionary action.
 15. The Responding Student/Apprentice may request a review of the outcome of the initial decision of the Risk Assessment Panel or any subsequent, more severe decision of a re-convened panel. This must be done in writing using the standard form 'Request for Review of Risk Assessment Panel Outcome' and submitted to the Student Casework Unit, within five working days of notification of the outcome.
 16. The request for review will be considered by a Review Panel within 10 working days of receipt.
 17. The Review Panel will be constituted as follows:
 - Vice Chancellor (or nominee);
 - Member of senior management.

In the case of a difference of opinion between the two members of the Panel, the Vice-Chancellor (or nominee) will have the casting vote.

The Secretary, who is not a member of the Review Panel, will be present throughout the proceedings. The Secretary will be the Head of Student Casework, or nominee.

The members of the Review Panel will have had no previous involvement with the case or association with the student.

18. The Review Panel may request further information from the Reporting Party and/or the Responding Student/Apprentice and/or from the Risk Assessment Panel that made the original decision on precautionary action.
19. The Review Panel, following consideration of the request for review, may:

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- uphold the original decision of the Risk Assessment Panel;
 - over-turn the original decision of the Risk Assessment Panel and substitute a new decision.
20. The University and/or the Responding Student/Apprentice is able to request a review of the decision at any stage if there is a material change in the circumstances of the case or if new evidence comes to light.
 21. If no disciplinary action is subsequently taken, the University will ensure so far as possible that the Responding Student/Apprentice has not been disadvantaged by the suspension.
 22. Failure on the part of the Responding Student/Apprentice to comply with the decision of the Risk Assessment Panel will immediately trigger a review by the Risk Assessment Panel, which may result in more serious measures being put in place or an immediate referral to the University's Student Conduct or Fitness to Practise Regulations.
 23. Refusal by the Responding Student/Apprentice to meet the conditions/requirements of the Risk Assessment Panel may result in referral to the University's Student Conduct or Fitness to Practise Regulations.
 24. In the case of Apprentices, referrals to the Risk Assessment Procedure, and outcomes as a result of such referral, will be reported to the Dean of Faculty (or nominee), who will inform the Apprentice's employer.

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STUDENT CONDUCT: RISK ASSESSMENT FORM

Name of Responding Student	
Enrolment Number	
Course and Year of Study	
Faculty	
Members of the Panel	
Decision Date	
Date to be Reviewed	

CONSIDERATION OF RISK

Summary of current situation
How would suspending the student from the University mitigate against the risks?
How would withdrawing access from particular facilities/areas of the university mitigate against the risks?
How would imposing certain restrictions/conditions mitigate against the risks?
How could the consequences of any precautionary action be mitigated/managed

ASSESSMENT OF RISK

Risk to the well being and safety of the responding and reporting students and others	Almost Certain 12	Medium 12	Medium 24	High 60	Very High 120	Very High 240
	Likely 9	Medium 9	Medium 18	High 45	High 90	Very High 180
	Slight 5	Low 5	Medium 10	Medium 25	High 50	Very High 100
	Unlikely 2	Low 2	Low 4	Medium 10	Medium 20	High 40
	Rare 1	Low 1	Low 2	Medium 5	Medium 10	Medium 20
		Negligible 1	Minor 2	Moderate 5	Major 10	Severe 20

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	Risk to the feelings of vulnerability within the University community and potential damage to the University's reputation		
Pre-mitigation risk assessment score		Post-mitigation risk assessment score	

CONCLUSION

Overall decision and justification for the decision made
Communication mechanisms (who needs to be informed and the level of detail to be provided)

Signature of Chair	
Date	
Date of Review	

REVIEW

Significant changes since the previous risk assessment
Changes to precautionary action required
N/A