**COMMUNICATION PLAN: FITNESS TO PRACTISE**

**LEVEL 1 – PRELIMINARY STAGE**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Raising initial concern | Person identifying concern | Course leader/Academic Manager/Head of School | Initially details of concern, if appropriate complete Fitness to Practise Form and supporting evidence |
| Notification of withdrawal from placement\*\*If applicable | Course Leader/Placement Provider | Placement Provider/Course Leader/ Secretary, Cause for Concern PanelResponding student | Email notifying concerns which have caused withdrawal from placement within two days |
| Referral to Cause for Concern Panel | Course leader/Academic Manager/Head of School | Secretary, Cause for Concern Panel (Student Casework Unit (SCU)) | Cause for Concern Form, supporting evidence and copy of correspondence regarding initial faculty meeting with student to discuss reasons for Cause for Concern referral |
| Notify student of referral to Cause for Concern Panel | Secretary, Cause for Concern Panel (SCU) | Student | Copy of Cause for Concern Form, evidence being considered, request for personal statement if not already taken at faculty level or any additional comments if statement already provided by faculty |
| Provision of Cause for Concern documentation  | Secretary, Cause for Concern Panel (SCU) | Cause for Concern Panel (see Fitness to Practise Procedure for panel constitution)  | Cause for Concern Form and supporting evidence Information on the purpose of the Cause for Concern Panel and its remit |
| Outcome of Cause for Concern Panel | Secretary, Cause for Concern Panel (SCU) | Student Course leader if action plan agreed and not referred to investigationIf under NMC Regulations advise Faculty Practice Innovation Officer | Letter |
| Provision of information to the Disclosure and Barring Service where there is a safeguarding issue, see Section 8 of the Procedure.NB A referral to the DBS may take place at any point during this procedure. The gov.uk site details our legal duty in this respect: [https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#](https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs)  | Course leader | University’s Disclosure and Barring Service Liaison Officer (Currently Catherine Thomas) | Letter |

**LEVEL 2 – FORMAL STAGE**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Consideration/confirmation of precautionary action in respect of a student for investigatory purposesNB This may be applicable before Cause for Concern Panel depending on reported circumstances and in all cases where student has been arrested | Head of Student Casework (or nominee) | Risk Assessment Panel (see Risk Assessment Procedures for constitution*) if appropriate*/ dean (or nominee)/faculty and campus contacts | A copy of the relevant form and supporting evidence if available |
| Consideration of concerns of a serious nature reported directly to Student Casework Unit | Head of Student Casework (or nominee) | Dean of faculty/Cause for Concern Panel/Risk Assessment Panel  | A copy of the relevant form and supporting evidence |
| Appointing an investigating officer  | Dean of faculty (or nominee) | Supporting officer | Name of appointed investigating officer |
| Providing student with name of appointed investigating officer | Supporting officer  | Student | Letter – confirm case referred for investigation and name of investigating officer |
| Provision of documentation and guidance to the investigating officer  | Supporting officer  | Investigating officer | Fitness to Practise Cause for Concern Form and supporting evidence, (redacted) minutes of Cause for Concern Panel meeting.Guidelines and regulations via SHAREPOINT |
| Communication of any delays | Investigating officer | Supporting officerStudentReporting partyIf under NMC Regulations advise Faculty Practice Innovation Officer | Email detailing the length of and reasons for the delayLetter detailing the length of and reasons for the delayLetter detailing the length of and reasons for the delay |
| Communication of the investigating officer’s report internally | Investigating officer | Supporting officer/Dean of faculty (or nominee) | A copy of the report |
| Communication of the Investigating officer’s report | Supporting officer  | StudentReporting party | Letter - provide student with outcome and advice on next steps.Confirmation that the University’s internal procedures are ongoing |
| Provision of information on the constitution of the Fitness to Practise Committee prior to the documentation being circulated to provide an opportunity for any concerns to be raised in relation to membership, for example if they have grounds to consider that a member may be biased | Clerk, Fitness to Practise Committee | Student | Constitution of the Fitness to Practise Committee  |
| Provision of documentation to the Fitness to Practise Committee | Clerk, Fitness to Practise Committee | Fitness to Practise Committee (see Fitness to Practise Procedure for constitution) | A copy of the Fitness to Practise Form and supporting evidence, minutes of meetings held, copy of investigating officer’s report, agenda via SHAREPOINT*NB ask if hard copy required* |
| Provision of hearing information and documentation  | Clerk, Fitness to Practise Committee | Student | Details of hearing, copy of agenda, copy of paperwork provided to committee.Request for personal statement and notice re support available*NB ask if hard copy required* |
| Communication of any delays | Clerk, Fitness to Practise Committee | Student | Letter detailing the length of and reasons for the delay. |
| Communication of the outcome of the Fitness to Practise Committee  | Secretary, Fitness to Practise Committee | Dean (or nominee)/ faculty and campus contacts/ other staff may need to be informed depending on the outcome and the student’s suspension status, i.e.:Director, Estates and Facilities ServicesDirector, Campus ServicesSecurity Manager/Assistant Security Manager, Estates and Facilities ServicesHead of Accommodation ServicesHead of Welfare ServicesChief Executive Officer, Students’ UnionIf under NMC Regulations advise Faculty Practice Innovation OfficerNB if outcome is discontinue or suspend advise Senior Registry Officer (Student Admin) and IISA if applicable. NB do not process until after time frame for request for review of decision | Outcome letter (to include information on the student’s suspension status if applicable)The dean (or nominee) will be responsible for informing any relevant staff within the faculty. |
| Communication of the outcome of the Fitness to Practise Committee - Internally | Secretary, Fitness to Practise CommitteeSecretary, Fitness to Practise CommitteeFaculty nominee | StudentReporting party – studentReporting party – member of staff | Outcome letter (to include information on the student’s suspension status) and advice on faculty contact for further discussionConfirmation of completion of process. The reporting party to be provided with any detail determined to be proportionate, in consultation with the Information Compliance Manager, given the individual circumstances of the case and taking account of our GDPR obligations. Confirmation of completion of process. The reporting party to be provided with any detail determined to be proportionate, in consultation with the Information Compliance Manager, given the individual circumstances of the case and taking account of our GDPR obligations.  |
| Communication of the outcome of the Fitness to Practise Committee - Externally | Faculty nominee | External reporting party/placement provider | Confirmation of completion of process. The reporting party to be provided with any detail determined to be proportionate, in consultation with the Information Compliance Manager, given the individual circumstances of the case and taking account of our GDPR obligations.  |

**LEVEL 3 – REVIEW STAGE**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Submission of a request for review | Student | Student Casework Unit | Request for Review Form and supporting evidence |
| Confirming whether there are grounds for a review | University Secretary (or nominee)  | Dean of faculty (or nominee)/Student Casework Unit/ faculty contact/student | Letter confirming outcome of consideration of whether there is a *prima facie* case |
| Notification of submission of the review  | Secretary, Review Panel | Faculty contact and reporting party, Senior Registry Officer (Student Admin) and IISA if applicable | If the reporting party is a member of staff, this will be communicated by the faculty |
| Provision of information to the Review Panel | Secretary, Review Panel | Review Panel | Letter confirming outcome of consideration of whether there is a *prima facie* caseA copy of the relevant form and supporting evidence |
| Communication of the outcome of the Review Panel | Secretary, Review Panel | Student | Letter confirming outcomeCompletion of Procedures Letter if relevant/ requested |
| Communication of the outcome of the Review Panel - Internally | Secretary, Review Panel | Dean (or nominee)/ faculty and campus contacts/ other staff may need to be informed depending on the outcome and the student’s suspension status, i.e.:Director, Estates and Facilities ServicesDirector, Campus ServicesSecurity Manager/Assistant Security Manager, Estates and Facilities ServicesHead of Accommodation ServicesHead of Welfare ServicesIf under NMC Regulations advise Faculty Practice Innovation OfficerNB if outcome is discontinue or suspend advise Senior Registry Officer (Student Admin) and IISA | Letter confirming outcomeCompletion of Procedures Letterif relevant/ requestedThe reporting party to be provided with any detail determined to be proportionate by the Head of Student Casework, given the individual circumstances of the case and taking account of our GDPR obligations. If the reporting party is a member of staff, the outcome will be communicated by the faculty |

**OFFICE OF THE INDEPENDENT ADJUDICATOR**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Providing the case file to the OIA | Head of Student Casework (or nominee) | OIA case handler | As requested by the OIA – normally the full case file |
| Informing staff that a case has been taken to the OIA | Head of Student Casework (or nominee) | Dean of faculty (or nominee)/ faculty and campus contacts | Email confirming the case has been allocated to an OIA case handler |
| Informing staff of the outcome of the OIA’s decision | Head of Student Casework (or nominee) | Dean of faculty (or nominee)/ faculty and campus contact | Copy of the OIA’s final report |
| Providing redacted reports to the Students’ Union | Senior Registry Officer (Student Casework Unit) | Chief Executive Officer, Students’ UnionPresident, Students’ Union | A copy of redacted OIA reports |