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**STUDENT CASEWORK UNIT**

**RISK ASSESSMENT PROCEDURES**

1. A Risk Assessment Panel will be convened where the University is informed or becomes aware that:
* a student has disclosed that, during the course of their studies, they have received a criminal caution, charge or conviction;
* a student 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 poses a risk to themselves or others.

A Risk Assessment Panel may also be convened in other exceptional circumstances,

where it is deemed necessary by the University Secretary.

1. The risk assessment is required to safeguard the student(s) themselves, other members of the University community or the University’s reputation.
2. The constitution of the Risk Assessment Panel is as follows:

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| University Secretary (Chair) | Responsible for disciplinary action andwithout-prejudice suspension of studentsagainst whom complaints have been made |
| Director of Student Services | Responsible for support to students via theWellbeing Service, liaison with students viaresident tutors and liaison with faculties forteaching purposes |
| Director of Campus Services | Responsible for halls access,accommodation staff and potential changesof accommodation |
| Director of Chaplaincy Services | Responsible for pastoral support to affectedstudents and primary liaison with families |
| Head of Security | Responsible for security, with daily liaisonwith South Wales/Gwent Police and loggingincident reports |
| Chief Executive Officer, Students’ Union | Responsible for Students’ Union support tostudents and access to Students’ Unionfacilities |
| Head of Corporate Communications | To act as the point of coordination for theUniversity’s public and internalcommunication to staff, students andexternal stakeholders as per the University’scontingency communications flow |
| Dean of Faculty of the Student | Responsible for academic matters relating tothe student |
| Academy Director, Dubai Campus[[1]](#footnote-1) | Responsible for students studying on theDubai Campus |
| Associate Registrar: Student Casework | Operational responsibility for the applicationof the University’s Student Conduct andFitness to Practise Regulations |
| Student Casework Officer | Supporting officer |

Each panel member will, within their teams, nominate a substitute whenever they are out of the office, on leave or unavailable. The Chair may ask for a member of staff with specific expertise to attend a hearing if it is deemed necessary. At least four members must be present for a hearing to take place.

1. The function of the Risk Assessment Panel is to:
* evaluate the circumstances as presented;
* identify and measure risks;
* consider what action, if any, should be taken to remove or mitigate the risks.
1. In assessing risk and determining what, if any, precautionary action should be taken 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.
1. The student 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.
2. The student 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.
3. The Student Casework Unit will write to the student to inform them that a Risk Assessment Panel is being convened and, where appropriate, ask the student to provide any other pertinent information.
4. Following the meeting of the Risk Assessment Panel, the University Secretary will write to the student to provide them with the outcome of the meeting within 2 working days.
5. Precautionary action must be reasonable and proportionate. The following constitutes a non-exhaustive list of examples of precautionary actions:
* Temporary suspension of a student from their studies; this will be interpreted as exclusion from all University campuses and services, including residential accommodation, unless exceptions are made by the panel and communicated to the student in writing. However, the student may visit the campus to access any support required in preparing a defence, eg from the Students’ Union or Welfare Services, providing appointments have been made in advance through the Student Casework Unit.
* Temporary exclusion of a student from the campus, or certain areas of the campus (for example the Students’ Union or halls of residence).
* Suspension of a student’s access to the University’s IT facilities.
* Imposing certain restrictions/conditions on the student (for example requiring the student to move accommodation and/or requiring the student not to contact specified individuals and/or requiring the student to attend regular meetings with nominated staff or external agencies).
* Temporary suspension of a student from a placement.
1. Suspension of studies will be for a specified period of time and subject to periodic review, as defined by the Risk Assessment Panel.
2. The Risk Assessment Panel will consider the impact or potential impact on the student of any measures taken and the support arrangements that need to be put in place for the student(s) involved; for example, counselling sessions and academic adjustments, and consideration of any measures that need to be put in place to protect the investigation and/or the reporting individual.
3. Students are advised to seek advice and guidance from the Student Money Advice team regarding their financial circumstances and the implications of any precautionary action.
4. The time period for review will be set by the Risk Assessment Panel, taking the individual circumstances of each case into consideration. The date for review will be noted on the Risk Assessment Form.
5. The student may request a review of the outcome of the Risk Assessment Panel. This must be done in writing using the standard form ‘Request for Review of Risk Assessment Panel Outcome’ and submitted to the Vice-Chancellor, or his/her nominee, within 5 working days of notification of the suspension. The Vice-Chancellor, or his/her nominee, may request a meeting with the student if s/he deems it necessary.
6. The student is able to request a review of the decision at any stage if there is a material change in the circumstances of the case.
7. If no disciplinary action is subsequently taken the University will ensure so far as possible that the student has not been disadvantaged by the suspension.
8. Failure on the part of the student to comply with the decision of the Risk Assessment Panel will immediately trigger a review, which may result in more serious measures being put in place or an immediate referral to the University’s Student Conduct Regulations.
9. Refusal by the student to meet the conditions/requirements of the Risk Assessment Panel will result in an immediate referral to the University’s Student Conduct Regulations.

**STUDENT CONDUCT: RISK ASSESSMENT FORM**

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| Name of Student |  |
| Enrolment Number |  |
| Course and Year of Study |  |
| Faculty |  |
| Version Number |  |

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| **Risks to the well****being and safety****of the student and****others**  | Almost Certain12 | Medium12 | Medium24 | High60 | Very High120 | Very High240 |
| Likely9 | Medium9 | Medium18 | High45 | High90 | Very High180 |
| Slight5 | Low5 | Medium10 | Medium25 | High50 | Very High100 |
| Unlikely2 | Low2 | Low4 | Medium10 | Medium20 | High40 |
| Rare1 | Low1 | Low2 | Medium5 | Medium10 | Medium20 |
|  | Negligible1 | Minor2 | Moderate5 | Major10 | Severe20 |
|  | **Risk to the feelings of vulnerability within the University community and potential damage to the University’s reputation** |

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| Measures required to manage the risks | Residual risk | Responsibility for actions | Timeframe for completion |
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| --- | --- |
| Signature of Chair |  |
| Date |  |
| Date of Review |  |

1. The Academy Director will only form part of the Risk Assessment Panel where the student involved is

studying at the Dubai Campus. [↑](#footnote-ref-1)