



STUDENT CASEWORK UNIT

RISK ASSESSMENT PROCEDURE

Purpose of a Risk Assessment Panel

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 into an alleged serious criminal offence 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;
 - a student/apprentice has failed, at the point of admission, to disclose a relevant 'unspent' conviction which has associated penalties that may have an impact during their period of study, in particular where the University may be required to mirror any restrictions and conditions in place;
 - any other circumstance where the actions of a student/apprentice could cause a serious risk to the wellbeing of the University community or reputational damage to the institution.
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.
3. 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 (see Appendix 1 for details on the roles of individual Panel members). 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, although it may reconvene as further information becomes available. The University's procedure for dealing with misconduct that is also a criminal offence can be found in sections 6.8 to 6.12 of the Student Conduct Procedure.
4. The Risk Assessment Panel must identify which incidents are to be reported to external bodies (for example the Charities Commission for England and Wales) and the person responsible, as required, and in-line with their guidance.

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

Constitution of a Risk Assessment Panel

5. The Risk Assessment Panel will be constituted from the following. A nominee of a Panel member is permitted to attend in their place.

- University Secretary or nominee (Chair)
- Director of Student Services
- Director of Chaplaincy Services
- Membership Services Director, Students' Union
- Communications and Media Partner
- Head of Estate Business Services
- Security and Cleaning Manager
- Dean of Faculty of the student
- Head of Subject of the student
- A representative from Human Resources
- University Solicitor
- Head of Compliance and Immigration Compliance Manager
- Head of International and Partnership Development
- Head of Student Casework or nominee (Secretary)

The Chair 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 Liaison Officer will be assigned to both the Reporting and Responding Students where the Risk Assessment Panel decides that precautionary action is required. They will be a point of contact to guide the student through the Procedure and will deliver any correspondence. Reporting and Responding students will be assigned different Liaison Officers.

Function of a Risk Assessment Panel

6. 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.

Process for Assessment of Risk and Consideration of Precautionary Action

7. In assessing risk and determining any necessary 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.
8. 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, immigration advice and/or academic

support). The Risk Assessment Panel will also consider any measures that need to be put in place to protect the investigation.

9. 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.
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 support required in preparing a defence, eg, from the Students' Union, Chaplaincy Services or Student Services, providing appointments have been made formally and in advance through the relevant professional services department. This action will normally only be taken where the post-mitigation risk score is High or Very High.
 - Temporary exclusion from the campus, or certain areas of the campus (for example Students' Union facilities/services 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. If no disciplinary action is subsequently taken, the University will ensure as far as possible that the Responding Student/Apprentice has not been disadvantaged by the suspension.
13. A Risk Assessment Panel can apply precautionary action in relation to students that are pre-registered if they have been a student during the previous academic year.
14. The time-period for review will be set by the Risk Assessment Panel, taking the individual circumstances of each case into consideration. This can normally be managed under the Fastrack Process (see section 19).
15. The University and/or the Responding Student/Apprentice is able to request a reconvene of the Risk Assessment Panel to consider a prior decision if there is a material change in the circumstances of the case or if new evidence comes to light; for example, if bail conditions have changed or if the police investigation has been dropped.
16. 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.

17. The Responding Student/Apprentice and the Reporting Party will be advised to seek support and/or guidance from Student Services as appropriate, and from the Student Money Advice team regarding their financial circumstances and the implications of any precautionary action, if necessary.
18. If a student withdraws from their studies prior to or following consideration by a Risk Assessment Panel, the risk is moved to other appropriate University procedures to be managed.

Fast-track Process

19. There may be circumstances where a fast-track process is necessary or proportionate, for example where there are immediate risks to a party or a member of the University community that need to be addressed. Consideration or review of the case and any precautionary action will be undertaken by the Chair, with administrative support provided by the Student Casework Unit. This may be facilitated via correspondence. It is the decision of the Chair whether the fast-track process should be utilised.
20. The next formal meeting of the Risk Assessment Panel will receive and review any decision taken under the Fast-track Process.

Request for Review

21. 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.
22. The request for review will be considered by a Review Panel within 10 working days of receipt.
23. 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.

24. 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.
25. The Review Panel, following consideration of the request for review, may:

- uphold the original decision of the Risk Assessment Panel;
- over-turn the original decision of the Risk Assessment Panel and substitute a new decision.

Compliance

26. 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.
27. 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.

Cases Involving Apprentices

28. 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.

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
What risk does the student present to the University community? What evidence/history indicates this?
What risk does the student present to specific students or staff? What evidence/history indicates this?
Does the student present a risk to themselves? What evidence/history indicates this?
Will the student come into contact with a reporting student or witnesses, e.g. accommodation, classes, sports teams etc?

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
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			

MITIGATION OF RISK

How would suspending the student from the University mitigate against the risks?²
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

² Suspension should only normally be considered where the pre-mitigation risk assessment score is HIGH or above

REPORTING DUTY/SAFEGUARDING CONCERNS

Do we have a serious incident reporting duty that needs to be raised? (e.g. Charity Commission)
Does the case need to be referred to a Safeguarding Panel?

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	

PERIODIC REVIEW

Significant changes since the previous risk assessment
Changes to precautionary action required and justification for the decision made
Communication mechanisms (who needs to be informed and the level of detail to be provided)

Appendix 1: Roles and Responsibilities of Panel Members³

Role	Responsibilities
Chair	<p>Ensure each meeting is conducted in accordance with the Procedure</p> <p>Ensure that matters are dealt with in an orderly and efficient manner</p> <p>Ensure that the Panel exercises its collective responsibility for the assessment of risk</p> <p>Ensure that there is an accurate record of key points discussed during the meeting, that pre- and post-mitigation scores are agreed, and that appropriate precautionary action is put in place, if necessary</p> <p>Oversight and final approval of the record of the meeting and associated correspondence to key parties</p> <p>Ensure that incidents are reported to external bodies as required, and in-line with their guidance</p> <p>Overall authority to decide on whether an incident should be reported to the police against the wishes of The reporting party, advised by Panel members</p>
Secretary	<p>Make all appropriate arrangements for Risk Assessment Panel meetings</p> <p>Draft the record of meetings and associated correspondence and ensure the case file is accurate and up to date</p> <p>Provide guidance to the Chair and Panel members on regulations and procedures and advise on case precedent</p> <p>Ensure appropriate training is provided to the Chair and Panel members, under the overall direction of the Head of Student Casework/Student Casework Manager</p>
Faculty representatives	<p>Provide the Panel with relevant information on the student's academic studies and any possible contact the responding student may have with a reporting party</p> <p>Consult relevant staff and provide the Panel with information on the potential impact any precautionary action may have on a student's academic studies and where there may be considerations in terms of timescales that need to be taken account of, for example where ongoing precautionary action may impact on a student's visa or ability to progress to the next stage of their course</p> <p>Disseminate the decisions of the Risk Assessment Panel as appropriate</p> <p>Assess risk in relation to members of staff involved and effectively communicate within the faculty to manage risk</p>
Director of Student Services / Director of Chaplaincy Services	<p>Advise the Panel on wellbeing matters</p>
Membership Services Director, Students' Union	<p>Represent the student body and the interests of all students</p>
Communications and Media Partner (for the faculty of the Responding Student)	<p>Advise the Panel on the potential for reputational damage and any remedial action that may need to be taken as a result</p>

³ While each member of the Panel brings specific knowledge and expertise, all members will be expected to consider the issues as presented and assess risk accordingly.

Security and Cleaning Manager	Advise the Panel on matters related to the security of the campus
Head of Estate Business Services	Advise the Panel on accommodation matters pertaining to the responding student/reporting party and take any remedial action in relation to accommodation arrangements as deemed necessary by the Panel
Representative from Human Resources	Advise the Panel on employment law and other considerations where an incident/allegation involves a member of staff
University Solicitor	Advise the Panel on any points of law/legal considerations
Head of Compliance and Immigration Compliance Manager / Head of International and Partnership Development	Advise the Panel on immigration matters and potential implications of recommendations/decisions on the student's immigration status and any potential risk to our UKVI sponsor status
RAP Liaison Officer	Act as a point of contact for the student. The role will include: <ul style="list-style-type: none"> - guiding the student through the Procedure - delivering messages/correspondence (this may include face to face delivery where deemed necessary and proportionate) - supporting the student on an ongoing basis.