

Student Conduct Risk Management Procedure

Effective from 1 September 2026

Purpose and scope

1. The University seeks to identify and respond appropriately to risks of harm affecting members of its community, in accordance with its legal, regulatory and safeguarding responsibilities. This includes risk to its students, employees and visitors, and to its reputation.
2. The Student Conduct Risk Management Procedure ('the Procedure') is applicable to all registered students and is used as part of:
 - [Support to Study Procedure](#) ('StS')
 - [Student Conduct Disciplinary Procedure](#) ('Disciplinary')
 - [Fitness to Practise Procedure](#) ('FtP')
3. This document sets out how the University assesses and responds to risk identified during one of the above procedures. A risk assessment may be required in order to allow the University to fully consider all relevant circumstances and to ascertain if any precautionary action should be taken to safeguard the student, members of its community and visitors, or to protect against reputational risk, while the procedure is ongoing.
4. The term 'Student Responder' is used throughout this document to refer to any student that is the subject of one of the procedures listed above. The term 'Student Reporter' is used to refer to a Student who has made a disciplinary report.
5. Where a risk assessment determines that there are possible safeguarding concerns the University may share appropriate information with the Students' Union, in confidence, to allow them to discharge their own safeguarding duties.

Risk assessment process

6. The subject of the risk assessment will be the Student Responder (Disciplinary, StS and FtP) and any Student Reporter (Disciplinary only). With the exception of no contact instructions, precautionary actions will only be taken in relation to the Student Responder.
7. In cases where the nature of the report indicates that there may be an immediate risk to others, a risk assessment may take place and appropriate precautionary action agreed prior to meeting with the Student Responder. This will be an interim measure that will

remain in place until a full risk assessment can be undertaken based on the complete set of circumstances of the Student Responder (and, where applicable, the Student Reporter). This will normally be within 7 calendar days of the interim measures being implemented.

8. Disciplinary cases that involve inter-personal conflict, where an immediate no contact instruction needs to be put in place to protect both parties, can also be held prior to initial contact with a Student Responder. No contract instructions do not normally need review after the Student Responder has been interviewed but a review may take place where other measures need to be considered.
9. Unless it can be established that there is an immediate danger to any party, the risk assessment will take place after the Case Officer has met with the Student Responder in a disciplinary case. This is to ensure that the Student Responder's (and, where applicable, the Student Reporter's) personal circumstances are considered during the risk assessment process.

The Risk Assessment Panel

10. The Risk Assessment panel will normally be made up of:
 - Director of Registry and Education Services (or appropriate nominee);
 - Director of the Student Health and Wellbeing Service (or appropriate nominee)
11. Where the reported incident relates to an organised social event of a sports club or involves any student in receipt of a sports scholarship, the Director of Sport will form part of any risk assessment process and the interim precautionary action may also include sport-related measures.
12. The Case Officer will be in attendance at the Risk Assessment Panel. Their role will be to present the circumstances of the case and make notes of the discussion; they will have no role in the decision-making process.
13. The Risk Assessment Panel will consider all available information to assess whether any temporary precaution action is required in order to mitigate risks present. This may include:
 - Details of previous referrals to/engagement with any of the relevant procedures.
 - Any information gathered from the Student Responder and any Student Reporter during the relevant procedures
 - Any disclosed health conditions or disabilities
 - The reported impact or potential impact of the student's current circumstances, behaviors or presentation on other members of the University community or the University's reputation.
 - Any medical information, including Student Health and Wellbeing records
 - Any information from the student themselves regarding their current circumstances
 - Current living arrangements

- Academic progress
- Their current support networks
- Any other factors the students feel are relevant for the University to consider when assessing risk.

Possible outcomes

18. The Risk Assessment Panel may choose to impose temporary precautionary measures to mitigate against any risk identified as part of the risk assessment process.
19. The following temporary measures may be considered appropriate:
 - No contact instructions, which prohibit the Student Responder from contacting a Student Reporter, any witnesses, or other members of the University community for a set period of time; no contact instructions will normally also be placed on the Student Reporter to the Student Responder.
 - Temporary bans on the Student Responder from accessing the University campus or named relevant buildings which make up the University Campus;
 - Temporary ban on the Student Responder undertaking any outreach or widening participation activities (such as School visits, open days) or paid work via Student Employment on Campus;
 - Temporary or permanent accommodation moves (where the Student Responder is normally resident in University accommodation);
 - Temporary suspensions on the Student Responder entering any part of the Students' Union, following consultation with the relevant Students' Union representatives;
 - Temporary suspension of studies of the Student Responder.
20. Other measures may also be taken as appropriate to address the identified risks.
21. It is important to note that precautionary measures are not an indication of prejudgment of misconduct or lack of fitness to study; rather, they are actions taken to mitigate against any identified risks to enable a full and impartial investigation to be undertaken.
22. While an interim suspension is in place, the suspended student may not attend classes or be present on campus, except to attend a prearranged appointment with either the Casework team or the Student Health and Wellbeing Service (for further details on entitlements whilst suspended see the [Interruption, suspension and external study policy](#)). Requests to access the campus for any other reason should be directed to the Director of Registry and Education Services via casework@newcastle.ac.uk.

Communication of outcome

23. The Student Responder (and, where applicable, the Student Reporter) will be informed in writing of the outcome of the Risk Assessment and will be given details of how to

appeal the outcome.

24. The Student Responder will also be provided with a copy of the Risk Assessment Summary which provides a description of the information taken into account and the reasons for the decision reached.

Appeals

25. The Student Responder (and any Student Reporter) has the right to appeal against any temporary measure put in place on them as a result of the Risk Assessment process.
26. Appeals must be submitted within **14 calendar days** of receiving the outcome of the Risk Assessment.
27. Appeals must meet one or more of the following grounds:
- New material evidence is available, of which the University was previously unaware;
 - There has been a material procedural error during the initial Risk Assessment process;
 - The precautionary actions are disproportionate to the reported circumstances
 - Bias or prejudice on the part of the Risk Assessment Panel.
28. Appeals should be submitted to casework@newcastle.ac.uk and the grounds for appeal clearly stated and supported.
29. Appeals will be considered by the Academic Registrar (or appropriate nominee) within 7 calendar days of the appeal submission. In considering the appeal, the Academic Registrar will consult with the original risk assessment panel.
30. If the appeal is upheld, the Academic Registrar may decide to:
- Remove or change any temporary precautionary action currently imposed
 - Recommend that a new Risk Assessment Panel considers the available evidence and decides whether any precautionary action is appropriate.
31. If the appeal is not upheld, the procedures of the University will be exhausted and a Completion of Procedures Letter will be issued.

Review of Risk Assessment

32. The outcome of the Risk Assessment will be reviewed at key points of the main procedure to ensure that the University continues to identify and mitigate against any risks including:
- Where new material evidence is available, of which the University was not previously aware when the initial Risk Assessment took place
 - Updated information provided by the police in relation to any criminal investigation
 - Charging decisions associated with any parallel criminal proceedings

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- The conclusion of any parallel criminal investigation or legal case
- The hospitalisation (or release from hospital) of any student subject
- The start of a new semester or Academic Year
- Any decision made during the course of the University procedure (for example, the referral of a case to a Level 3 decision maker).

33. An initial review will be undertaken by the Case Officer and if a potential change in risk is identified it will be referred to a further Risk Assessment Panel.

34. If any student subject to any temporary precautionary action experiences a change in circumstances which leads them to believe the precautionary action is no longer appropriate, they can request a review of the Risk Assessment by writing to the Academic Registrar (via casework@newcastle.ac.uk).

35. A review of the Risk Assessment will normally take place within 7 calendar days of the request.

Document control	
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