

Student Conduct Risk Management Procedure

Effective from 1 September 2025

Introduction

1. The Student Conduct Risk Management Procedure ('**the Procedure**') is applicable to **all registered** students and should be read in conjunction with the [Support to Study Policy](#), [Support to Study Procedure](#), [Student Disciplinary Policy](#), [Student Disciplinary Procedure](#), and any relevant investigation protocol.
2. This document sets out how the University assesses and responds to risk during student disciplinary investigations and Level 3 Support to Study considerations.
3. The University has a duty of care to identify and manage risk of harm to all members of its community. This includes risk to its students, employees and visitors, and to its reputation.
4. During the course of a University investigation into any registered student, a risk assessment may be required in order to allow the University to fully consider all relevant circumstances to ascertain if any precautionary action should be taken to safeguard members of its community while the investigation is ongoing.
5. The term 'Student Responder' is used throughout this document to refer to any student subject to Level 3 Support to Study considerations or any student disciplinary investigation.

A: Disciplinary Investigations

6. Disciplinary reports about students can be received from other students, University employees, members of the public, or third-party agencies (for example, the Police or the Council). Where the nature of the report indicates that there may be a risk to any member of the University community or the reputation of the University, the Case Officer may decide to request a Risk Assessment take place.
7. The purpose of the Risk Assessment is to consider all evidence currently available to determine whether any temporary precautionary action is required by the University in order to safeguard its students, employees and visitors.

8. The Risk Assessment panel will normally be made up of:
 - The Director of Registry and Education Services (or appropriate nominee);
 - The Director of the Student Health and Wellbeing Service (or appropriate nominee)
9. The Case Officer will be in attendance at the Risk Assessment. 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.
10. In cases where the nature of the report indicates that there may be an immediate risk to others, a risk assessment may take place prior to meeting with the Student Responder, and appropriate precautionary action taken. 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.
11. Unless it can be established that there is a clear and present danger to any party, the risk assessment will take place after the Case Officer has met with the Student Responder. 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.
12. Students involved in disciplinary investigations (either as Student Responders or Student Reporters) may be asked to provide information relating to their personal circumstances to inform the risk assessment. This can include:
13. Current living arrangements
14. Academic progress
15. Their current support networks
16. Any other factors the students feel are relevant for the University to consider when assessing risk.

B: Level 3 Support to Study Considerations

17. Referrals to Level 3 of the Support to Study Procedure may be made where a student's behaviours, health conditions or wellbeing require further consideration by an impartial panel.
18. There may be times when the circumstances surrounding a referral to Level 3 of the Support to Study Procedure indicate that there may be safeguarding risks in allowing the student to continue their studies pending a Level 3 hearing. In such cases, a risk assessment will be undertaken to establish

whether any immediate precautionary action is required to mitigate against any actual or potential risks.

19. The risk assessment panel will consist of:

- The Director of Registry and Education Services (or appropriate nominee)
- The Director of the Student Health and Wellbeing Service (or appropriate nominee).

20. The risk assessment panel will consider all available evidence in order to make an informed decision about the level of risk present. This includes:

- Details of previous referrals to/engagement with the Support to Study Process
- Any disclosed health conditions or disabilities
- The reported impact of the student's current circumstances, behaviours or presentation on other members of the University community
- Any medical information, including Student Health and Wellbeing records
- Any information from the student themselves regarding their current circumstances.

Possible outcomes

21. The Risk Assessment Panel may choose to impose temporary precautionary measures to mitigate against any risk identified as part of the risk assessment process.

22. 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;
- 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, following consultation with the relevant Head of Academic Unit or nominee.

23. Other measures may also be taken as appropriate to address the identified risks.
24. 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.

Communication of outcome

25. 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.
26. The Student Responder will also be provided with a copy of the Risk Assessment Action Plan, which provides a summary of the meeting and the reasons for the decision reached.

Appeals

27. The Student Responder (and where applicable, any Student Reporter) has the right to appeal against any temporary measure put in place as a result of the Risk Assessment process.
28. Appeals must be submitted within 21 calendar days of receiving the outcome of the Risk Assessment.
29. 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 or irregularity 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.
30. Appeals should be submitted to casework@newcastle.ac.uk and the grounds for appeal clearly stated.
31. Appeals will be considered by the Academic Registrar (or appropriate nominee) within 5 working days of the appeal submission. In considering the appeal, the Academic Registrar will consult with the original risk assessment panel.
32. If the appeal is upheld, the Academic Registrar may decide to:
- Remove or change any temporary precautionary action currently imposed on you;
 - Recommend that a new Risk Assessment Panel considers the available evidence and decides whether any precautionary action is appropriate.

33. 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

34. The outcome of the Risk Assessment will be reviewed at key points of the investigation to ensure that the University continues to identify and mitigate against any risks.

35. 'Key points of the investigation' include, for example:

- 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 legal case;
- The conclusion of any parallel criminal investigation or legal case
- The hospitalisation (or release from hospital) of any student subject to Level 3 Support to Study considerations
- The start of a new semester or Academic Year

36. Any decision made during the course of the University investigation (for example, the referral of a disciplinary case to a [Student Disciplinary Committee](#)).

37. If you are subject to any temporary precautionary action, and experience a change in circumstances which leads you to believe the precautionary action is no longer appropriate, you can request a review of the Risk Assessment Action Plan by writing to the Academic Registrar (via casework@newcastle.ac.uk).

38. A review of your Risk Assessment Action Plan will normally take place within 7 calendar days of your request.

Document control	
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