

Student Precautionary Measures Procedure (*Student Apprentice Version*)

(Health, Wellbeing and Support for Study, Fitness to Practise and Student Conduct)

This procedure sets out how the [Student Precautionary Measures Policy](#) is applied across the University of Bath and explains the steps which the University can take to mitigate risks, once they have been identified.

Advice and Support

We understand that being involved with precautionary measures may be challenging. There are several services that can support students before, during and after involvement in this process.

The University's [Student Support Service](#) offers a range of support services that students can access if they need support and guidance, including emotional or wellbeing support, counselling and mental health and disability support. Student Support Advisors will be able to provide practical support and advice and can help students access a range of services.

Students can contact an [Students' Union \(SU\) Advisor](#) in confidence who is separate to the University (suadvice@bath.ac.uk). An SU Advisor will listen non-judgementally to your situation, explain the process and offer impartial advice on your options, including support to appeal or request a review of precautionary measures.

Students with a disability or any specific needs that require adjustments to this process are encouraged to email precautionarymeasures@bath.ac.uk in order for arrangements to be made.

Notification of the need for a Precautionary Measures Panel Meeting

If a risk is identified within the scope of the [Precautionary Measures Policy](#), it may be necessary to convene a Precautionary Measures Panel meeting.

Normally, actual or perceived risks will be identified at the beginning of or during another University process such as:

- Student Conduct (Regulation 7)
- Dignity and Respect Policy (where the respondent is a student)
- Health, Wellbeing and Support for Study
- Fitness to Practise

University staff who are involved in delivering these processes can raise a risk notification by emailing precautionarymeasures@bath.ac.uk or directly contacting the Deputy Director (Community, Response and Resolution) or Director of Student Support & Safeguarding.

Actual or perceived risks may also be identified, and precautionary measures considered, as a result of a student/students involvement with an external process such as a police investigation or being detained under the Mental Health Act. In the case of a student being

arrested, this will automatically initiate a Precautionary Measures Panel, and a Pro Vice-Chancellor will be informed.

Upon receiving a notification of a perceived or actual risk, the Deputy Director (Community, Response and Resolution), or nominee, will consider the relevant information and determine one of the following:

- To convene a Precautionary Measures Panel to consider the case
- Not to convene a Precautionary Measures panel

Precautionary Measures Panel Meeting

If the Deputy Director (Community, Response and Resolution), or nominee, determines a case should be reviewed by a Precautionary Measures Panel, a meeting will be convened.

Precautionary Measures Panel meetings are chaired by the Deputy Director (Community, Response and Resolution). Depending on the specifics of the case, relevant University staff will be asked to attend a Panel meeting as a Panel member. Panel members often include staff from the University's Security Team, Student Support and Safeguarding's Senior Management Team and the member of staff who raised the risk notification. A member of the Student Casework Team will attend as Secretary to the Panel. Further advisors to the Panel will be sought on a case-by-case basis, as required to understand the case and assess the relevant risks.

Before the Panel meeting, relevant documents – including information on the case and the risk assessment form – will be provided to the Panel members and advisors by the Secretary. Where appropriate and possible, representations will be gathered from the student/s involved, and their perspectives will be included in the case information. As much as possible, the Panel members and advisors will consider the case information and complete relevant sections of the risk assessment form prior to the meeting to enable a focused discussion to take place during the panel meeting.

During the Precautionary Measures Panel meeting an overview will be given of the case. The Panel will then use the risk assessment form to consider the identified risks for each student party, the University and wider community, ***the Student Apprentice's employer and associated colleagues***, as well as any other stakeholders, including those external to the University. The risk assessment form, which may have been started prior to the meeting, should be completed and finalised by the end of the meeting.

The Panel will then consider what actions could be taken to mitigate the identified risks as well as the impact, or potential impact, these actions could have on the student/s if applied.

As well as the risk assessment, key decisions and the rationale for them will be recorded. If applicable, timeframes to review the precautionary measures being put in place will be agreed.

Outcomes of a Precautionary Measures Panel Meeting

Having carefully considered the identified risks, based on the information available, the Panel will determine what precautionary measures, if any, should be applied.

Precautionary Measures can include some, or all, of the following:

- No contact order
- Partial exclusion (exclusion from areas of campus)
- Full exclusion (exclusion from all University of Bath grounds and premises, off and on campus)
- Suspension from study

The above list is not exhaustive, and other measures may be applied if considered appropriate by the Panel. In cases where a student is also an employee or casual member of staff **at the University of Bath**, advice will be sought from Human Resources and due process will be followed in applying any precautionary measures.

The Chair of the Panel may apply the full range of precautionary measures except for suspension from study or full or partial exclusion from the University campus or premises. In the case of suspension or exclusion from campus or premises being proposed as a precautionary measure, a recommendation will be made by the Chair, via the Secretary, to a Pro Vice-Chancellor who will determine whether to uphold the decision to suspend or exclude the student.

Notification of outcomes

What information is shared, and with whom, is agreed by the Panel, informed by the risk assessment.

Students are informed as soon as possible after the Panel meeting of any precautionary measures that apply to them.

Where relevant, other parties and/or stakeholders, **including the Student Apprentice's employer**, will be informed of the agreed precautionary measures on a need-to-know basis.

The Secretary to the Panel will be responsible for disseminating the agreed notifications. This will usually include letters to any parties who are subject to precautionary measures, and precautionary measures notifications to relevant staff **and the Student Apprentice's employer**.

At this stage, relevant parties to the precautionary measures will be provided with an identified single point of contact. In the case of a police investigation, the point of contact for any developments in the case will be confirmed.

Additional decisions may be made by the Chair of the Precautionary Measures Panel, including informing the police or relevant safeguarding agencies, where applicable.

Monitoring and Review of Precautionary Measures

Precautionary measures will be monitored at regular intervals to ensure they continue to mitigate the identified risks effectively and remain proportionate to the circumstances of the case as it develops. Normally, precautionary measures that relate to a police investigation will be monitored every three months, and all other precautionary measures cases every two months.

At any time, if concerns arise that the precautionary measures currently in place are no longer effective, appropriate or are not being adhered to, a Precautionary Measures Review Panel meeting will be convened. A review meeting may be called in response to any of the following:

- A student request, submitted in writing to the Student Casework Team at precautionarymeasures@bath.ac.uk, due to a relevant change in their circumstances
- A relevant change in the case circumstances, identified through routine monitoring
- The student/s failing to comply with the precautionary measures that are in place. (Failure to comply with any precautionary measures may result in more serious precautionary measures being imposed and/or be investigated as a potential breach of Student Regulation 7: Student Conduct).

This list is non-exhaustive and any relevant change in circumstance may lead to a review of the precautionary measures being applied.

Students have, and will be informed of, a responsibility to keep the Panel Secretary updated of any developments (via precautionarymeasures@bath.ac.uk) and to respond in good time to any requests for details or additional information on their case, including where the matter relates to an external formal process. Where precautionary measures are being applied as a result of a Health, Wellbeing and Support for Study case, the Panel Secretary may ask the student to give consent for relevant third parties (such as a hospital liaison officer, care team, or parent/carer) to provide this information to the University on the student's behalf, if the student is not well enough to do so themselves. Where precautionary measures are being applied as a result of an ongoing police investigation the Panel Secretary may ask the student/s to give consent for the police to provide information to the University on the progress of the police investigation.

Where a review of precautionary measures is required a Review Panel Meeting will be convened.

Where applicable, the Secretary will inform all relevant parties ahead of the review meeting. Wherever possible and appropriate, representations will be gathered from the student/s involved, and their perspectives will be included in the review process.

The Review Panel meeting follows the same structure and process as the initial Precautionary Measures Panel Meeting. The Panel will consider any new or updated information, including changes in circumstances of the case and/or concerns about compliance with the precautionary measures, and they will update the risk assessment accordingly. Key decisions and the rationale for them will continue to be recorded.

Where possible, the Precautionary Measures Panel Review meeting will normally consist of the same members who attended the initial Precautionary Measures Panel meeting.

Notification of outcomes following the review panel meeting will follow the same process and timelines as described in the “Notification of Outcomes” section above, highlighting any changes to the Precautionary Measures in place.

Conclusion of Precautionary Measures

When precautionary measures come to an end depends on the specific circumstances of the case and the associated risks that have been identified. In most cases, precautionary measures will be concluded for one of the following reasons:

- The internal or external formal process alongside which they were instigated has ended
- The identified risks are being managed and mitigated through another formal process, usually Health, Wellbeing and Support for Study
- The student/s they are applied to is no longer registered or enrolled at the University (for example due to graduation or withdrawal from study)

Where precautionary measures are concluded in relation to an internal university process, students will be notified of their conclusion within that process. Where precautionary measures are concluded in relation to an external formal process, students will be notified by the Student Casework Team.

Appeal process

A student who has been suspended from their studies as a precautionary measure may use the [Student Appeals Policy and Procedure](#) to submit an appeal (within the bounds of that policy) following notification of the outcome of a Precautionary Measures Panel meeting.

Appeals need to be submitted within 10 working days of the precautionary measure being applied.

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