

Risk Review and Response Procedure

Version Number V1.1

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1. Implementing the Risk Review and Response Procedure

- i) The person noting the concerns should, as far as possible and in a timely manner, collect first-hand accounts (multiple if possible), documentary evidence such as e- mails, CCTV etc. Include any advice from specialist external agencies. Ensure that allrelevant teams are approached for potential additional evidence, without compromising the student's confidentiality further than necessary.
 A Risk Assessment should then be carried out in order to:
 - a. Review any perceived risks.
 - b. Provide evidence-based reasons which demonstrate why each particular risk isconsidered to exist.
 - c. Identify whether there is any mitigation to the risks which can be put in placeimmediately, other than a temporary suspension.
- ii) Evidence should be sent to the Associate Dean (Student Experience) who will:
 - a. Determine whether the risks can be / have been mitigated to an acceptable level.
 - b. If risks cannot be sufficiently mitigated, determine whether a temporary suspensionis a necessary step to safeguard all relevant parties.
 - c. If a temporary suspension is to be imposed, specify the extent of the restriction which is necessary, e.g. suspension from campus (or a specified part of the campusor at particular times), suspension of digital access, suspension of access to specified services or activities.
 - d. Identify any steps which can be taken to mitigate the impact on the student / theirstudies.
- iii) The Associate Dean (Student Experience) should also inform the student if atemporary suspension is being imposed, and:
 - a) The Policy and Procedure which has been followed.
 - b) A summary of the risks identified and reasoning behind the decision reached.
 - c) A clear description of what this will mean for the student, including any steps takento protect their studies.
 - d) A clear statement of next steps in relation to:

- 1. Review date;
- 2. Right of appeal;
- 3. Any other procedures which will be invoked.
- iv) The Associate Dean (Student Experience) should also inform others, including:
 - a) Student Administration/Digital IT (to implement the suspension of online access).
 - b) Security, Library, Student Progression Administrator and relevant academiccolleagues, Chaplaincy (if restriction of access to campus)
 - c) Disability and Learner Support, Counselling and Wellbeing (in order to be aware ofpotential support needs)

d) CEO of the Students' Union

2. Support for Students Using this Procedure

The student should be advised of support available for them, however if it is believed thatthe student may present a risk to others then an assessment should be carried out on whether and how the student may safely access that support (e.g. by phone, email) and this should be agreed with the service providing the support and stipulated in the offer of support to the student.

The Students' Union Advice Centre can provide independent support and advice relatingto the Student Fitness to Study Procedure. Contact them via <u>advicecentre- ussu@salford.ac.uk</u> or 0161 351 5400.

The University Counselling & Wellbeing team can provide support for emotional andmental health issues. Contact them via wellbeing@salford.ac.uk or 0161 295 0023.

Status and reason for development New Policy to identify key requirements when a student might be at risk and appropriate responses Revision History: (most recent first) Author Summary of changes Version Authorised & Da Policy Smith Update: Minor chnages V1.1 SETEC 22 May 2019 Policy Management and Responsibilities: Owner: Policy Smith, Student Experience and Support Others with responsibilities(please Associate Deans (Student Experience) settere specify): Policy Information Foreces settere Have you completed consultation / formal assessment with the following advisory teams: Equality Analysis (E&D, HR) Legal In process implications (LPG) Information Governance (LPG)Student facing procedures Consulted during development of Policy Staff Trades Unions via HR Students via USSU Relevant Consulted during development of Policy settered Authorised by: SELTEC SELTEC Date authorised: 22 May 2019 Effective from: 1 September 2019 Review due: 2019/20 Document location: <t< th=""><th></th><th>on for dovelopm</th><th>ont</th><th></th><th></th></t<>		on for dovelopm	ont				
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