



University of  
**Salford**  
MANCHESTER

# **Risk Review and Response Procedure**

**Version Number V1.0**

**Effective from 1 September 2019**

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**Contents**

1. Implementing the Risk Review and Response Procedure ..... 3

2. Support for Students Using this Procedure ..... 4

## 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 all relevant 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 is considered to exist.
  - c. Identify whether there is any mitigation to the risks which can be put in place immediately, 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 suspension is 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 campus or 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 / their studies.
- iii) The Associate Dean (Student Experience) should also inform the student if a temporary 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 taken to 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 on-line access).
  - b) Security, Library, Student Progression Administrator and relevant academic colleagues, Chaplaincy (if restriction of access to campus)
  - c) Disability and Learner Support, Counselling and Wellbeing (in order to be aware of potential 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 that the 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 relating to the Student Fitness to Study Procedure. Contact them via [advicecentre-ussu@salford.ac.uk](mailto:advicecentre-ussu@salford.ac.uk) or 0161 351 5400.

The University Counselling & Wellbeing team can provide support for emotional and mental health issues. Contact them via [wellbeing@salford.ac.uk](mailto:wellbeing@salford.ac.uk) or 0161 295 0023.

| <b>Document Control Information</b>                                                                                                                                                                                |                                                         |                |                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------|------------------------------|
| <b>Status and reason for development</b>                                                                                                                                                                           |                                                         |                |                              |
| New Procedure to sit alongside the Risk Review and Response Policy. Together the documents outline the University's expectations where significant concerns arise relating to a student and the process to follow. |                                                         |                |                              |
| <b>Revision History: (most recent first)</b>                                                                                                                                                                       |                                                         |                |                              |
| <b>Author</b>                                                                                                                                                                                                      | <b>Summary of changes</b>                               | <b>Version</b> | <b>Authorised &amp; Date</b> |
| Polly Smith                                                                                                                                                                                                        | <i>New Procedure</i>                                    | V1.0           | SELTEC                       |
|                                                                                                                                                                                                                    |                                                         |                |                              |
|                                                                                                                                                                                                                    |                                                         |                |                              |
| <b>Policy Management and Responsibilities:</b>                                                                                                                                                                     |                                                         |                |                              |
| Owner:                                                                                                                                                                                                             | Head of Student Support, Student Experience and Support |                |                              |
| Others with responsibilities (please specify):                                                                                                                                                                     | Associate Deans (Student Experience)                    |                |                              |
| <b>Have you completed consultation / formal assessment with the following advisory teams:</b>                                                                                                                      |                                                         |                |                              |
| Equality Analysis (E&D, HR)                                                                                                                                                                                        | <i>In train</i>                                         |                |                              |
| Legal implications (LPG)                                                                                                                                                                                           | N/A                                                     |                |                              |
| Information Governance (LPG)                                                                                                                                                                                       | N/A                                                     |                |                              |
| Student facing procedures (QEO)                                                                                                                                                                                    | Consulted during development                            |                |                              |
|                                                                                                                                                                                                                    |                                                         |                |                              |
| Staff Trades Unions via HR<br>Students via USSU<br>Relevant external bodies (specify)                                                                                                                              |                                                         |                |                              |
| <b>Authorised by:</b>                                                                                                                                                                                              | SELTEC                                                  |                |                              |
| <b>Date authorised:</b>                                                                                                                                                                                            |                                                         |                |                              |
| <b>Effective from:</b>                                                                                                                                                                                             | 1 September 2019                                        |                |                              |
| <b>Review due:</b>                                                                                                                                                                                                 | 2019/20                                                 |                |                              |
| <b>Document location:</b>                                                                                                                                                                                          |                                                         |                |                              |
| <a href="http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures">http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures</a>                |                                                         |                |                              |
| <b>Document dissemination and communications plan: Sent to key admissions contacts across the University.</b>                                                                                                      |                                                         |                |                              |
| E.g. US Online article, In Brief strategic update, Student Channel.                                                                                                                                                |                                                         |                |                              |