

Precautionary Actions and Temporary Suspensions

Student Casework - Education Services

Contents

Precautionary Actions and Temporary Suspensions	1
Contents.....	2
1. Policy Statement	4
2. Purpose	4
3. Scope.....	5
4. Institutional Commitments	5
Legal and Regulatory Alignment	5
Commitment to Fairness and Natural Justice.....	6
Commitment to Proportionality and Necessity.....	6
Commitment to Support and Wellbeing	6
Commitment to Transparency and Accountability.....	6
5. Decision-Making Principles	7
Evidence-Based Decision-Making.....	7
Risk Assessment Framework	7
Separation of Functions	7
Presumption Against Precautionary Action.....	7
Time-Limited and Reviewable	8
6. Governance and Oversight.....	8
Governance Responsibility	8
Operational Oversight.....	8
Authorisation and Accountability.....	8
Monitoring and Reporting.....	8
7. Legal and Regulatory Compliance	9
Statutory and Regulatory Obligations	9
Interaction with External Processes	9
8. Relationship to Other Policies	9
9. Policy-Level Framework: Precautionary Actions Matrix	10
Purpose of the Matrix	10
Categories of Precautionary Action.....	10
Risk Bands	11
Principles Governing Use of the Matrix.....	12

10. Related Documents	12
PART TWO: Precautionary Actions Matrix	13
Precautionary Actions Matrix.....	13
Section A: Risk Thresholds and Triggering Circumstances.....	13
Section B: Request and Authorisation Authority	14
Consultation and risk.....	15
Authorisation of precautionary actions.....	15
Section C: Duration and Review Points	16
Key Review Principles:.....	18
Section D: Interaction with Police, Courts, and Long-Duration Measures.....	18
Police Investigation	18
Bail Conditions	18
Court Orders	18
Long-Duration (6+ months)	19
Documentation Requirements for Police/Court Interaction:	21
Section E: Prohibited Actions	22
Guidance on Borderline Cases:	24
Key Operational Principles Summary	24
Proportionality.....	24
Risk-Based	24
Support Maintained	24
Regular Review.....	25
Presumption of Innocence	25
Clear Communication.....	25
Ownership and oversight	25
Version history.....	27
Further advice and guidance.....	27
Schedules	27
Schedule 1: Definitions.....	27
Schedule 2: Appeals	27

1. Policy Statement

This Policy establishes UWE Bristol's authoritative and binding institutional framework for the management of risk to students, staff, and the wider University community through the lawful, proportionate, and evidence-based application of precautionary measures.

The University commits to protecting the safety, wellbeing, and educational experience of all members of its community whilst upholding the fundamental rights of students subject to precautionary action, including the presumption of innocence and the right to fair process.

Precautionary actions are neutral, non-disciplinary risk management measures. They are not findings of misconduct, sanctions, or punishments. The imposition of a precautionary action does not indicate guilt, constitute a determination of responsibility, or prejudge the outcome of any subsequent formal process.

This Policy applies across all primary student casework routes, including:

- Student Conduct
- Support to Study / Fitness to Study
- Fitness to Practice / Professional Suitability
- Return to Study

The University will ensure that all precautionary actions are:

- **Lawful:** compliant with statutory obligations and regulatory expectations;
- **Necessary:** justified by clear and credible risk;
- **Proportionate:** the least restrictive measure appropriate to the identified risk;
- **Time-limited:** subject to mandatory and regular review;
- **Transparent:** supported by clear reasons communicated to affected students;
- **Fair:** affording students the opportunity to make representations and access support.

2. Purpose

The purpose of this Policy is to set out the University's strategic commitment to:

- Define the circumstances in which precautionary action may be considered and authorised;
- Establish the institutional principles governing risk assessment, decision-making, and governance oversight;
- Ensure consistency, fairness, and accountability in the application of precautionary measures across all casework routes;
- Protect the safety and wellbeing of students, staff, and the wider community;
- Maintain the integrity and reputation of the University;

- Comply with external legal, regulatory, and professional obligations.

This Policy does not prescribe operational processes or procedures. Detailed operational guidance, including timeframes, role-specific responsibilities, and case management protocols, is set out in separate procedural documents.

3. Scope

This Policy applies to all registered students of UWE Bristol, including students on:

- Undergraduate and postgraduate taught programmes;
- Postgraduate research programmes;
- Apprenticeships;
- Collaborative, validated, or franchised provision;
- Professional, statutory, and regulatory body (PSRB) accredited programmes.

This Policy covers all forms of precautionary action that may be applied to manage identified or potential risk, including but not limited to:

- Temporary suspension from the University or specific premises;
- Restriction or modification of access to facilities, services, or academic activities;
- Non-contact or proximity restrictions;
- Conditions or requirements attached to continued registration or attendance.

This Policy applies regardless of:

- Whether a formal complaint, allegation, or disciplinary process has been initiated;
- Whether the concern arises from conduct on or off campus;
- Whether the conduct is the subject of concurrent police investigation, criminal proceedings, or external regulatory action.

4. Institutional Commitments

Legal and Regulatory Alignment

This Policy is designed to ensure compliance with:

- Equality Act 2010 and the Public Sector Equality Duty
- Higher Education (Freedom of Speech) Act 2023
- Safeguarding frameworks
- Data protection legislation
- Common law duties as a reasonably competent higher education institution
- Office of the Independent Adjudicator (OIA) Good Practice Framework
- Office for Students (OfS) Conditions of Registration

Commitment to Fairness and Natural Justice

The University commits to:

- Affording students subject to precautionary action the opportunity to make representations prior to or at the earliest opportunity following a decision;
- Providing clear, written reasons for any precautionary action imposed;
- Ensuring decisions are made by appropriately authorised and impartial decision-makers;
- Maintaining a clear separation between those who assess risk, those who authorise precautionary action, and those who may subsequently determine any formal proceedings.

Commitment to Proportionality and Necessity

The University commits to ensuring that:

- Precautionary action is imposed only where there is a credible and evidence-based risk to individuals or the community;
- The nature, scope, and duration of any measure is the minimum necessary to manage the identified risk;
- Less restrictive alternatives are always considered before more intrusive measures are imposed;
- All precautionary actions are subject to regular and mandatory review, with measures varied, lifted, or confirmed as circumstances change.

Commitment to Support and Wellbeing

The University commits to:

- Providing appropriate support to students who report concerns or are affected by the conduct of others;
- Ensuring that students subject to precautionary action have access to advice, representation, and support services;
- Maintaining continuity of education wherever safely and reasonably practicable;
- Taking a trauma-informed approach in all communications and interactions with affected students.

Commitment to Transparency and Accountability

The University commits to:

- Maintaining clear and auditable records of all precautionary action decisions;

- Ensuring governance oversight and monitoring of the use of precautionary measures;
- Reporting on the use, nature, and duration of precautionary actions to relevant University governance bodies and, where required, to external regulators.

5. Decision-Making Principles

Evidence-Based Decision-Making

All decisions to impose, vary, or lift precautionary action must be based on:

- Clear and credible evidence of risk;
- A structured and documented risk assessment;
- Consideration of all relevant information available at the time of the decision;
- Ongoing review in light of new or changing information.

Risk Assessment Framework

Risk assessments must consider:

- The nature, seriousness, and credibility of the alleged conduct or concern;
- The likelihood of harm occurring;
- The potential severity of harm to individuals or the community;
- The context in which the conduct occurred or is alleged to have occurred;
- Any vulnerabilities of individuals involved;
- The impact of precautionary action on the student's rights, education, and wellbeing;
- Whether less restrictive measures would adequately manage the identified risk.

Separation of Functions

The University will maintain appropriate separation between:

- Those responsible for initial triage and risk assessment;
- Those authorised to impose precautionary action;
- Those responsible for conducting any subsequent formal investigation or disciplinary process;
- Those responsible for determining outcomes in formal proceedings.

Presumption Against Precautionary Action

There is no automatic right to impose precautionary action. The University operates a presumption against precautionary action unless a clear and evidence-based risk justifies such intervention.

Time-Limited and Reviewable

All precautionary actions are:

- Time-limited and subject to mandatory regular review;
- Subject to variation or lifting as circumstances change;
- Not to be maintained beyond the point at which they remain necessary and proportionate.

6. Governance and Oversight

Governance Responsibility

Ultimate responsibility for the fair and lawful operation of this Policy rests with the University's Academic Board and the Board of Governors, acting within their respective responsibilities for academic standards, student welfare, and institutional risk management.

Operational Oversight

Operational oversight of this Policy is delegated to [relevant senior officer, e.g., the Deputy Vice-Chancellor (Education and Students) or equivalent], who will ensure:

- Effective implementation and monitoring of the Policy;
- Regular reporting to governance bodies on the use of precautionary measures;
- Periodic review and evaluation of the Policy's effectiveness and fairness.

Authorisation and Accountability

Only specifically authorised senior officers may approve precautionary actions. Authorised decision-makers are accountable for ensuring that their decisions are lawful, evidence-based, proportionate, and clearly documented.

Monitoring and Reporting

The University will:

- Maintain central oversight of all precautionary actions imposed;
- Monitor the use of precautionary measures by type, duration, and casework route;
- Report annually to relevant governance committees on trends, outcomes, and compliance with this Policy;
- Undertake periodic equality impact assessments and reviews to ensure fairness and consistency.

7. Legal and Regulatory Compliance

Statutory and Regulatory Obligations

This Policy is framed to ensure compliance with:

- Office for Students (OfS) regulatory framework, including ongoing conditions of registration (Conditions E2 and E6);
- Office of the Independent Adjudicator (OIA) Good Practice Framework for handling student complaints and concerns;
- Equality Act 2010, including the Public Sector Equality Duty;
- Human Rights Act 1998 and associated case law;
- Data Protection Act 2018 and UK GDPR;
- Counter-Terrorism and Security Act 2015 (Prevent duty);
- Relevant safeguarding legislation and guidance, including local safeguarding partnership arrangements;
- Professional, Statutory and Regulatory Body (PSRB) requirements where applicable to specific programmes.

Interaction with External Processes

Where a student is subject to concurrent police investigation, criminal proceedings, civil proceedings, or external regulatory action, the University:

- Retains its independent right and responsibility to manage risk and protect its community;
- Will have regard to the status and conditions of any external proceedings (including bail conditions, court orders, or injunctions) in determining the necessity and proportionality of precautionary action;
- Will not automatically defer decision-making to external processes, but will take them into account as part of a holistic risk assessment;
- Will engage with relevant external agencies in accordance with lawful information-sharing protocols and data protection requirements.

8. Relationship to Other Policies

This Policy operates in conjunction with, and should be read alongside, the following institutional policies and frameworks:

- Student Conduct Policy and Procedures
- Support to Study Policy and Procedures
- Fitness to Study Policy and Procedures

- Fitness to Practice / Professional Suitability Policy and Procedures (where applicable)
- Return to Study Policy and Procedures
- Safeguarding Policy
- Data Protection and Information Security Policies
- Equality, Diversity and Inclusion Policy
- Student Mental Health and Wellbeing Framework

Where conflicts or inconsistencies arise between this Policy and route-specific policies, this Policy takes precedence in respect of the principles and governance of precautionary action.

Operational procedures and guidance documents sit beneath this Policy and provide detailed instructions for implementation. Such documents must comply with and give effect to the principles and commitments set out in this Policy.

9. Policy-Level Framework: Precautionary Actions Matrix

Purpose of the Matrix

The Precautionary Actions Matrix defines, at a policy level, the categories of precautionary action that the University may deploy and the risk bands that inform decision-making. It establishes the strategic framework within which operational decisions are made. More detailed information is contained in Part Two.

This Matrix does not constitute an operational tool. Detailed operational guidance, including specific authorisation levels, timescales, and review protocols, is provided in associated procedural documents.

Categories of Precautionary Action

The University may, where justified by risk assessment, impose precautionary actions in the following categories:

Category	High-Level Description	Policy Principle
Temporary Suspension	Suspension of the student's right to attend University premises, facilities, or activities, either in whole or in part.	To be used only where no less restrictive measure would adequately manage the identified risk. Must be clearly specified in scope and subject to regular review.
Access Restrictions	Restriction or modification of access to specific premises, facilities, services, or activities (e.g., particular buildings, teaching spaces, student accommodation, online platforms).	Must be tailored to the nature of the risk and specify permitted and prohibited activities or locations.

Non-Contact or Proximity Restrictions	Requirements that the student refrain from contact or proximity with specified individuals or groups.	Must be clearly defined, communicated, and enforceable. May mirror or complement external bail conditions or court orders where applicable.
Conditional Attendance or Engagement	Conditions attached to the student's continued registration, attendance, or engagement with academic or co-curricular activities (e.g., attendance at support meetings, adherence to a risk management plan, supervision arrangements).	Must be clearly specified, achievable, and directly related to the management of identified risk.
Other Tailored Measures	Any other measures deemed necessary and proportionate to manage specific risks not covered by the above categories.	Must be justified by risk assessment, clearly documented, and compliant with the principles of lawfulness, necessity, and proportionality.

Risk Bands

Precautionary actions are informed by an assessment of risk, categorised into the following bands:

Risk Band	Definition	Policy Expectation
Low Risk	Concern identified but limited evidence of immediate or serious risk to individuals or the community.	Precautionary action unlikely to be justified. Alternative risk management strategies (e.g., voluntary agreements, signposting to support) should be considered.
Medium Risk	Credible evidence of risk that may cause harm to individuals or disruption to the community if not managed.	Precautionary action may be considered. Measures should be tailored, proportionate, and the least restrictive necessary. Regular review is mandatory.
High Risk	Clear and credible evidence of serious risk of significant harm to individuals or the community.	Precautionary action is likely to be necessary and may include more restrictive measures such as temporary suspension. Must be authorised at an appropriately senior level and subject to frequent and rigorous review.
Critical / Immediate Risk	Imminent risk of serious harm to individuals or the community requiring urgent intervention.	Immediate precautionary action may be authorised to prevent harm. Must be reviewed at the earliest opportunity and confirmed, varied, or lifted following formal risk assessment.

Principles Governing Use of the Matrix

- The type and scope of precautionary action must be matched to the level and nature of the identified risk.
- Less restrictive measures must always be considered and preferred unless they are insufficient to manage the risk.
- The duration of any measure must be the shortest necessary to manage the risk, with mandatory review at appropriate intervals.
- Students must be informed of the category of action imposed, the reasons for it, the risk band assessment, and their right to make representations and access support.
- All decisions must be clearly documented, including the risk assessment, the rationale for the specific measure imposed, and the review schedule.

10. Related Documents

- Reporting, Risk Assessment and Precautionary Actions: Operational Procedures (Level 2)
- Student Conduct Policy and Procedures
- Support to Study Policy and Procedures
- Fitness to Practice / Professional Suitability Policy and Procedures
- Return to Study Policy and Procedures
- Safeguarding Policy
- Equality, Diversity and Inclusion Policy
- Data Protection Policy

PART TWO: Precautionary Actions Matrix

Precautionary Actions Matrix

This matrix provides operational detail on precautionary measures available under the consolidated Policy, covering: (A) risk thresholds; (B) who can request and authorise; (C) duration and review points; (D) interaction with police/courts; and (E) prohibited actions.

Section A: Risk Thresholds and Triggering Circumstances

Risk Level	Description	Examples	Threshold Test
URGENT/IMMEDIATE	Credible, immediate threat to life, safety, or serious harm	Threats of violence, weapons on campus, serious assault allegation, acute mental health crisis posing risk, safeguarding emergency (child/adult at risk)	Clear and present danger requiring action within hours/same day; threat to physical safety/life; legal safeguarding duty triggered
SERIOUS/SUBSTANTIAL	Significant risk of harm, serious misconduct allegation, or pattern of concerning behaviour	Sexual misconduct allegation, repeated harassment, serious breach of professional standards, criminal investigation for serious offence, multiple anonymous reports of harmful behaviour	Evidence of risk of serious physical/psychological harm; conduct that if proven would warrant significant sanction; credible pattern of concerning behaviour; ongoing external criminal process
MODERATE	Risk requiring management but not immediate intervention; potential for escalation	Single harassment allegation, breach of no-contact order, concerning online behaviour, minor assault allegation, non-compliance with support plan	Evidence of risk that cannot be managed through support alone; potential for situation to escalate; need for separation or monitoring; formal process being initiated
LOW/SUPPORTIVE	Welfare or behaviour concerns manageable through support	Academic disengagement due to mental health, isolated behavioural	Primarily managed through Support to Study or pastoral support; precautionary measures

		incident, self-harm risk without risk to others	only if formal assessment process beginning or if voluntary measures insufficient
--	--	---	---

Section B: Request and Authorisation Authority

Measure Type	Who Can Request	Who Can Authorise	Consultation Required	Timeframe
No-Contact Directive (between students)	Any staff member; student (via report to casework); security; residential staff	Head of Casework or Authorised Casework Manager	Safeguarding Lead (if safeguarding concern); Legal advice (if complex)	Usually within 2 working days of request; immediate if urgent risk
Timetable/Class Adjustments (separation of students in teaching)	Personal tutor; academic staff; student support	Head of Casework or Programme Team Lead	Affected academic departments; Timetabling	Within 2–3 working days
Restricted Access (specific buildings/facilities)	Security; safeguarding team; residential staff; casework manager	Head of Casework or Security Manager (for security-led)	Safeguarding Lead; Affected service managers	Within 2 working days if urgent; within 5 working days otherwise
Housing Relocation	Residential staff; student support; casework manager; student (self-request)	Head of Accommodation or relevant Deputy Director of Student and Campus Life	Student's consent (preferred); Safeguarding Lead if without consent Head of casework/Casework Manager;	Within 5 working days; within 24 hours if urgent safety concern
Placement Restriction/Removal	Placement supervisor; professional programme lead; Fitness to Practice panel	Head of School/College or Fitness to Practice Panel or PanelChair	Professional body liaison (if applicable); placement provider; Safeguarding Lead	Within 5 working days; immediate if patient/public safety concern
Supervised Access (to campus/facilities with conditions)	Casework manager; support to study lead; safeguarding team	Director of Education Services or Risk Assessment Panel	Security; relevant service managers; student's support plan lead	Within 5 working days

Measure Type	Who Can Request	Who Can Authorise	Consultation Required	Timeframe
Support to Study Suspensions	Any staff member (via report); Risk Assessment Panel	Deputy Vice Chancellor or Pro-Vice-Chancellor	Student Emergency Contact Safeguarding Lead Risk Assessment Panel; Student Casework	Within 5 working days; within 24 hours if urgent safety concern
Temporary Suspension (partial - from specific activities/campus areas)	Head of Casework/Casework manager or nominee; Head of School/College	Deputy Vice Chancellor or Pro-Vice-Chancellor	Safeguarding Lead; Legal advice (if Complex);	Within 5 working days; expedited (within 2 days) if urgent
Temporary Suspension (full - from all studies and campus)	Head of Casework, Casework Manager	Deputy Vice Chancellor or Pro-Vice-Chancellor (may not be delegated below Deputy Registrar level)	Safeguarding Lead Risk Assessment Panel; Police liaison if criminal matter Legal advice (if Complex)	Within 5 working days for standard; within 1 –2 days if emergency (with immediate verbal authorisation followed by written confirmation)
Emergency Exclusion (immediate action, pending formal authorisation)	Head of Casework; Security Manager; Head of Safeguarding; On-call Senior Manager	On-call Senior Officer (Pro-Vice-Chancellor/Deputy Vice-Chancellor or designated deputy)	Post-action: immediate notification to Vice-Chancellor/Registrar; legal advice; formal risk assessment within 24 hours	Immediate verbal authorisation; written confirmation within 24 hours; formal review within 48 hours to confirm, vary, or lift

Consultation and risk

Consultation is not required where there is a significant or immediate risk.

Authorisation of precautionary actions

Every precautionary action must be supported by a documented request and authorisation, signed by two independent signatories.

Section C: Duration and Review Points

Measure Type	Initial Duration	First Formal Review	Ongoing Review Frequency	Maximum Duration Without Formal Process	Renewal/Extension Authority
No-Contact Directive	Until formal process initiated or risk resolved; typically 4 weeks initial	Within 10 working days if no formal process; at start of formal process otherwise	Every 4 weeks if continuing	20 working days (10 initial + 10 extension max) without formal complaint	Head of Casework with written rationale
Timetable/Class Adjustments	One semester/term initially	End of teaching block or 8 weeks, whichever sooner	Each semester/term while measure continues	One semester without formal process	Deputy Registrar on recommendation of Head of Casework
Restricted Access	4 weeks initial	Within 10 working days	Every 4 weeks	20 working days without formal process	Deputy Registrar on recommendation of Head of Casework
Housing Relocation	Remainder of term or until formal process concludes	At start of next term or 6 weeks, whichever sooner	Each term/semester	One term without formal process; indefinite if student consents and formal process underway	Extension without process: Director of Student and Campus Life; with process: managed under that procedure
Placement Restriction/Removal	Duration of placement or until Fitness to Practice decision	Within 2 weeks or at scheduled FtP panel	Every 4 weeks if panel delayed	8 weeks (placement restrictions require timely FtP process)	Head of School or FtP Panel or panel chair
Supervised Access	4 weeks initial	Within 15 working days	Every 4 weeks	2 terms max (must transition to formal Support to Study or lift)	Deputy Registrar on recommendation of Head of Casework

Measure Type	Initial Duration	First Formal Review	Ongoing Review Frequency	Maximum Duration Without Formal Process	Renewal/Extension Authority
Support to Study Suspensions	Nominal 4 weeks initial	Within 15 working days or as circumstances change	At least every 4 weeks or as circumstances change	One term without formal process; indefinite if student consents and formal process underway	Risk Assessment Panel with updated risk assessment
Temporary Suspension (partial)	4 weeks (20 working days) initial	Within 15 working days	Every 4 weeks for first 3 months; every 6 weeks thereafter; at least once every 3 months mandatory	8 weeks without formal process initiated	Deputy Vice Chancellor Pro-Vice-Chancellor written rationale and updated risk assessment required
Temporary Suspension (full)	4 weeks (20 working days) initial	Within 10 working days (mandatory)	Every 4 weeks for first 6 months; at least once every 3 months thereafter; senior management checkpoint at 6 months	20 working days without formal process; indefinite if linked to criminal proceedings (with mandatory reviews)	Deputy Vice Chancellor Pro-Vice-Chancellor written rationale and updated risk assessment required
Emergency Exclusion	48 hours maximum (immediate action only)	Within 48 hours (mandatory) to convert to formal suspension or lift	N/A (converts to formal suspension if maintained)	48 hours (must convert to formal measure within this time)	Conversion: Deputy Vice Chancellor Pro-Vice-Chancellor With written rationale and updated risk assessment required as follow up within 24-48 hours

Key Review Principles:

- All reviews must consider: (i) whether risk remains/changed; (ii) whether lesser measures now sufficient; (iii) student representations; (iv) new information; (v) equality/adjustment needs;
- Student must be notified in writing of review outcome and reasons within 5 working days of review;
- Student may request early review at any time by submitting representations or new information;
- Any **increase** in restriction level requires fresh authorisation at appropriate level.

Section D: Interaction with Police, Courts, and Long-Duration Measures

Police Investigation

University normally pauses internal disciplinary investigation (not precautionary measures) pending police outcome. Maintain contact with police liaison to coordinate.

Measures may mirror or complement police risk assessment. Student not contacted for internal investigation if police request no contact.

Bail Conditions

The University obtains details of bail conditions; precautionary measures explicitly acknowledge and align with bail terms. No University requirement imposed that conflicts with bail. Breach of bail-mirrored University order reported to police. If bail conditions sufficient, no additional measures imposed unless University-specific risk.

Court Orders

The University must comply with court orders (restraining orders, conditions of sentence, civil orders). University measures adjusted to ensure full compliance. Student informed of expectations. Legal advice sought on any uncertainty.

Long-Duration (6+ months)

Mandatory senior checkpoint at 6 months if suspension continues. Review considers:

- any way to reduce restrictions;
- feasibility of partial return;
- remote study options;
- timeline for criminal/external process;
- ongoing necessity.

Vice-Chancellor approval required for continuation beyond 12 months.

Scenario	University Action	Authorisation	Review Schedule	Communication	Support
Police investigation commenced (no charge)	Pause internal investigation; may impose precautionary measures based on own risk assessment (independent of police view); consult police on timing of student contact	Deputy Registrar or Deputy Vice Chancellor Pro-Vice-Chancellor	Every 4 weeks; review decision to pause every 6 weeks	Student informed of pause and reason; police liaison informed of measures; reporting student updated on process	Continued support to all parties; academic adjustments offered
Student charged with criminal offence	Pause internal discipline pending trial; temporary suspension likely if serious offence; measures align with bail conditions	P Deputy Registrar or Deputy Vice Chancellor Pro-Vice-Chancellor	Every 4–6 weeks; checkpoint at 6 months; fresh decision required each term	Written notice explaining precautionary nature; bail conditions acknowledged; review dates specified; CPS liaison where appropriate	Academic continuity (remote study, deferrals); welfare support; visa advice for international students; liaison officer assigned

Scenario	University Action	Authorisation	Review Schedule	Communication	Support
Student on bail with conditions	University measures mirror bail conditions (no-contact, location restrictions); additional measures only if University-specific risk not covered by bail	Head of Casework (to implement mirroring); Director for additional measures	Reviewed when bail conditions reviewed or varied; at least every 3 months	Copy of bail conditions requested; student letter explicitly references bail terms; clear that breach may have criminal consequence	Support with understanding bail conditions; practical advice (transport, timetabling); advocacy with police if conditions unduly affect studies
Court order in place (restraining order, etc.)	University enforces compliance on campus/University activities; may implement parallel measures; breach reported to police/court	Head of Casework (implementation); Legal consulted on compliance Director for additional measures	When court order varied or expires; reviewed alongside any other measures in place	Student provided with copy of order and University expectations; other affected parties informed of protection in place	Practical assistance with compliance; monitoring of adherence
Student convicted	Internal disciplinary/FtP process initiated or resumed; precautionary measures remain pending that process; conviction taken as evidence in internal process	Relevant panel (Conduct/FtP) for outcome decision; Deputy Registrar or Deputy Vice Chancellor Pro-Vice-Chancellor for additional measures	Expedited panel hearing scheduled within 4–6 weeks of conviction; measures reviewed at hearing	Student informed of right to make representations in internal process despite conviction; external outcome explained; hearing scheduled	Full due process rights maintained; support during internal process; representation permitted
Student acquitted/case dropped	Lift precautionary measures immediately unless separate internal case justified; welcome	Relevant panel (Conduct/FtP) for outcome decision	N/A (measures lifted)	Prompt written confirmation; apology if appropriate; clear record notation;	Catch-up academic support; counselling if needed; clearing of record where

Scenario	University Action	Authorisation	Review Schedule	Communication	Support
	back and reintegration plan; record updated	Director (lifting decision); Head of School/college (reintegration)		reintegration meeting scheduled	appropriate; recognition of ordeal
Trial delayed beyond 6 months	Mandatory senior review: assess possibility of (i) partial return, (ii) modified measures, (iii) remote study continuation, (iv) leave of absence vs suspension	Vice-Chancellor or Deputy Vice-Chancellor (for major decisions);	Monthly senior-level review once trial delayed beyond 6 months	Student updated monthly; clear timeline expectations managed; options for partial engagement discussed	Enhanced pastoral support; academic plan for prolonged absence; financial advice; regular check-ins

Documentation Requirements for Police/Court Interaction:

- Copy of bail conditions (if disclosed or obtained);
- Police liaison contact details and correspondence log;
- Legal advice record on any complex compliance issues;
- Timeline of external process and internal reviews;
- Record of any information shared with police (with GDPR justification);
- Court order copies (where applicable);
- Evidence of regular senior review for long-duration cases;
- Student communication log;
- Support offered and taken up.

Section E: Prohibited Actions

The following outlines what precautionary measures CANNOT include

Prohibited Action	Rationale	What to Do Instead
Disciplinary sanctions (fines, formal warnings on record, marks of misconduct, formal reprimands)	These are outcomes of formal processes, not risk controls; require due process and findings on balance of probabilities	Wait for formal disciplinary/FtP panel decision; impose precautionary measures only to manage interim risk
Academic penalties (reduction of marks, fail grades, withdrawal of awards, prevention from graduating)	These are sanctions or academic judgments requiring due process; cannot be imposed as precautionary measure	Academic decisions made through proper academic channels; precautionary measures may <i>delay</i> assessment but not penalise
Permanent exclusion or expulsion	These are final sanctions requiring full formal process and findings	Temporary suspension is precautionary and reviewable; permanent exclusion only as outcome of formal hearing
Public disclosure of allegations or naming student as subject of complaint	Breaches confidentiality; presumption of innocence; GDPR; risk of defamation	Information shared only on need-to-know basis internally; external disclosure only if legal duty (e.g. safeguarding referral).
Covert surveillance or monitoring without student's knowledge	Breaches privacy rights (Article 8 ECHR); GDPR; not proportionate; undermines trust	Student must be informed of any restrictions or monitoring; overt supervision if needed; covert only in extreme cases with legal advice and lawful basis
Financial penalties or withholding of funding/bursaries	These are punitive; cannot be imposed without formal finding; may breach contract	Financial adjustments only where directly consequent on suspension (e.g., tuition fee adjustments per policy); support with financial hardship applications
Requirement to admit guilt or apologise as condition of precautionary measure	Presumption of innocence must be maintained; coercive	Student may be asked to comply with no-contact or other behavioural expectations, but not to admit allegations
Restrictions that conflict with bail conditions or court orders	Would place student in impossible position; potential contempt of court	University measures must align with or be less restrictive than external legal conditions; seek legal advice if uncertainty

Prohibited Action	Rationale	What to Do Instead
Indefinite or open-ended measures without review schedule	Breaches proportionality; due process; must be time-limited	All measures must specify either end date or next review date (not more than 3 months away); renewal requires fresh decision
Discrimination based on protected characteristics (race, religion, sex, disability, etc.)	Breaches Equality Act 2010; unlawful	Risk assessment must be objective and based on behaviour/risk, not stereotypes; reasonable adjustments provided; equality impact assessment
Retaliation or adverse inference from requesting review/appeal	Discourages legitimate challenge; undermines fairness	Student's right to request review is protected; no disadvantage for exercising rights; encouraged to make representations
Preventing access to support services (counselling, Students' Union advice, complaints routes)	Breaches duty of care; may breach contract	Access to support maintained regardless of precautionary status; actively signposted to independent advice
Use of precautionary measure as "holding penalty" where no formal process is intended	Breaches due process; not time-limited; becomes de facto sanction without finding	If no formal process to be initiated, measure must be lifted at maximum time limit (20 working days without process); cannot be used to circumvent formal proceedings
Double jeopardy (re-imposing measures for same incident after formal process acquittal)	Breaches fairness; undermines finality of formal process decisions	Once formal process results in "not proven" or acquittal, precautionary measures for that incident must be lifted unless entirely new evidence emerges meeting high threshold

Guidance on Borderline Cases:

- **Assessment restrictions:** Generally not permitted as precautionary measure (student has right to be assessed); exception only where assessment requires campus presence during suspension or specific safety concern on placement. Alternative arrangements (remote assessment, deferred assessment) preferred and **MUST** always be considered.
- **International student visa implications:** University **must report** changes in engagement status to UKVI as per sponsor duties; suspension of studies will affect visa. This is a *consequence* of precautionary measure, not a separate penalty. University will advise student and allow them to make representations about visa impact, but cannot override lawful immigration reporting requirements.
- **Impact on professional body registration:** If precautionary measure (e.g., removal from placement) must be reported to professional regulator under regulatory requirements, this is *permitted* as legal obligation. University will notify student and minimize reputational impact where possible, but compliance with regulator non-negotiable.
- **Graduation delay:** If student under precautionary suspension at time of scheduled graduation and formal process not concluded, conferral may be deferred pending outcome. This is administrative consequence of unresolved status, not a penalty. Student should be informed early and process expedited where possible.

Key Operational Principles Summary

Proportionality

- Least restrictive measure that adequately manages risk. Start low (no-contact, timetable changes) before escalating to suspension.
- Document why lesser measures insufficient.

Risk-Based

- Decisions driven by evidence of specific risk, not allegations alone. Risk assessment mandatory before authorisation. Dynamic reassessment as circumstances change.

Support Maintained

- Access to wellbeing, academic, and advocacy support regardless of precautionary status.
- Separate support from decision-making.
- Reasonable adjustments provided.

Regular Review

- No measure is set-and-forget. Minimum 4-6 week reviews; 3-monthly for long-duration.
- Student can request early review. Each review must actively confirm ongoing necessity.

Presumption of Innocence

- Measures are neutral and non-punitive. No assumption of guilt. Student's rights protected. Precautionary status does not determine formal outcome.

Clear Communication

- Written notification required for all measures.
- Reasons explained. Review dates specified How to make representations outlined.
- Support signposted.

Ownership and oversight

Document name:	Casework Panels
Version number:	26_09_01
Equality Analysis:	Yes
Approved by (committee and date):	LTSEC – June 2026
Effective from:	01 September 2026
Next review date:	June 2029
Senior Policy Owner:	Assistant Director (Learning Teaching and Student Experience)
Policy Author:	Head of Student Casework and Insight
Overseeing committee:	Learning Teaching and Student Experience Committee
Compliance measures:	Annual Casework Report External scrutiny via the OIA
Related policies, procedures and codes of practice:	• Student Conduct and Disciplinary Policy • Support to Study Policy • Fitness to Practice / Professional Suitability Policy • Behaviour, Health and Practice Panels Policy (Casework Panels) • Behaviour, Health and Practice Appeals Policy (including any Part B Reporting-Student Request for Review as approved) • Reporting, Risk Assessment and Precautionary Actions Policy

	• Case Outcomes and Sanctions Policy • Return to Study Policy • Master Definitions Document (BHP definitions) • Policy Governance Framework (the umbrella governance instrument for UWE policies) • Complaints Policy and Procedure for Students; Complaints Policy for Non-Students; and, once approved, the Policy on Reportable Complaint Outcomes to the Office for Students • Academic Appeals Policy, as the distinct route for challenges to academic judgment • Freedom of Speech Policy and Code of Practice (currently v1.4, November 2025) • Dignity at Work and Study Policy and the University's Anti-Racism Strategy commitments • Statement of Expectations and Duty of Care Framework • Safeguarding arrangements and the University's Prevent duty response • Data Protection Policy, Records Retention Schedule, and the Advocate CMS Data Protection Impact Assessment • Academic Regulations and Student Terms and Conditions (as the contractual context within which this Framework operates)
Related legislative and/or regulatory requirements	• Office for Students regulatory framework and ongoing conditions of registration • Statutory external student complaints scheme • Equality Act 2010, • Higher Education (Freedom of Speech) Act 2023, • Higher Education (Freedom of Speech) Act 2023, • UK GDPR, Data Protection Act 2018 and Data (Use and Access) Act 2025 • Consumer Rights Act 2015 • Digital Markets, Competition and Consumers Act 2024 • Higher Education and Research Act 2017 • Prevent duty • Children Acts 1989 and 2004,

	• Care Act 2014 • Protection from Harassment Act 1997 • UKVI Student Sponsor Guidance • PSRB standards and reporting duties
--	--

Version history

Version	Date	Summary of changes	Author
26_09_01		N/A - new	Head of Student Casework and Insight

Further advice and guidance

Further advice and guidance on the operation of this Framework is available from the Student Casework Team (studentcasework@uwe.ac.uk).

Schedules

Schedule 1: Definitions

This Policy uses terms that have specific meanings within the Behaviour, Health and Practice framework. Details can be found in the Framework for Student Behaviour, Health and Practice

Schedule 2: Appeals

The grounds, procedural requirements, timescales, submission process, scope of review, composition of appeal panels, and outcomes available on appeal are fully set out in the Behaviour, Health and Practice Appeals Policy.