

Precautionary Action Protocol: Suspension or Exclusion Pending the Outcome of a Case

1. A student who is subject to the Student Discipline Procedure, the Fitness to Study Procedure, or the Fitness to Practise Procedure (“College Procedures”), or who is under police investigation or has a criminal charge pending against them, may have restrictions placed on their access to College premises or facilities, and/or be suspended or excluded from the College.
2. Action taken under paragraph 1 must be authorised by the Director of Academic Services, on the basis of the available evidence, as a precautionary action pending the outcome of any safeguarding assessments, College Procedures, any criminal investigation and/or the outcome of any criminal process.
3. Any Precautionary Action authorised pursuant to this process must be reviewed not more than three months from its imposition, and at least every three months thereafter whilst it remains in force.
4. By way of clarification:
 - a) suspension involves a total prohibition on attendance at or access to the College and of any participation in College activities (but it may be subject to qualification, such as permission to attend for the purpose of assessment); and may also accompany a request to Imperial College Union to suspend membership of the Union and access to Union services and facilities;
 - b) exclusion involves either total or selective restriction on attendance at or access to the College, or prohibition upon exercising the functions or duties of office or committee membership in the College, the exact details to be specified in writing by the Vice-Provost (Education and Student Experience) or a person to whom they have delegated their authority to act in this regard; it may also accompany a request to Imperial College Union to suspend membership of the Union and access to Union services and facilities.
 - c) An order of suspension or exclusion may include a requirement that the student should have no contact of any kind with a named person or persons.
5. The case for precautionary action will include a risk assessment in relation to safeguarding and other risks faced by those involved in the case and the wider College community and, if applicable, the public. The College will take into account the registration status of the student(s) as part of the initial risk assessment.
6. Guidance and relevant training will be provided to all those responsible for carrying out risk assessments related to disciplinary cases.
7. The College will be consistent in its approach to implementing safeguarding measures across all cases, including those which involve both staff and students.
8. Appropriate support will be available to all areas of College responsible for implementing any actions that result from a risk assessment. In cases where safeguarding measures must be put in place, including limitations on access, the College will notify Heads of Department and the complainant (reporting party) or others involved to prevent any breach of these measures (with suitable confidentiality requirements).

9. Once the final outcome of any police investigation or criminal proceedings are known the precautionary measures will be subject to a review.
10. Where a Decision Maker or Panel has decided upon the outcome of a disciplinary matter under the College Procedures, the precautionary action shall cease to have effect, and will be replaced as part of any sanctions on suspension or exclusion as part of that Procedure.
11. The powers of temporary suspension or exclusion granted by the Director of Academic Services shall be exercised only where necessary to protect a member or members of the College community or the student subject to these precautionary measures, or the property of the College, or where the student's continued presence might be a source of disruption to the College or any part thereof. Written reasons for the decision shall be recorded and made available to the student.
12. A student may appeal to the Provost against an order of suspension or exclusion pending a hearing within 10 working days of the precautionary measures being imposed.
13. If actions are recommended following a risk assessment, consideration will be given to the flow of information about these actions to all parties involved in the disciplinary process.

Notes on Precautionary Action Restrictions

These notes should be read in conjunction with the Precautionary action protocol.

Considerations

- Ensure continued education and progression through the degree
- Decisions are made on the basis of the information available at the time
- Consider the nature of the discipline case and its level of severity
- Consider the level of risk

Severity of Offence	Health and Safety concern (Y/N)	Immediate impact on others (staff/ students) (Y/N)	Potential impact on wider College community (Y/N)	Academic impact (Reporting/ Responding/ both)	Action by police/other legal authorities (Y/N)	College accommodation Y/N (Reporting/ Responding/ both)	Social impact e.g. Union activities, Ethos Gym (Reporting/ Responding/ both)
Level 1							
Level 2							
Level 3							

Types of restrictions

To determine the type of restriction used may need discussion with the parties involved, the students' departments and/or the service providers to understand how to manage the situation best.

- No contact with named individuals – in person, online, through third parties

- No access to parts of the College
- No access to parts of the College without escort on and off
- No access to all of the College without escort on and off
- No access to all of the College

Liaison with Imperial College Union to determine access to Union buildings and/or activities.

Those restricted can request access from the Academic Registrar, providing information on what access is required, when and the reason for this. Any amendments to restrictions may involve discussion with all parties involved in order to manage a request, if approved.

Restrictions can be reconsidered if the parties do not abide by those put in place.

Those restricted can appeal the decision within 10 working days of being provided with the information.