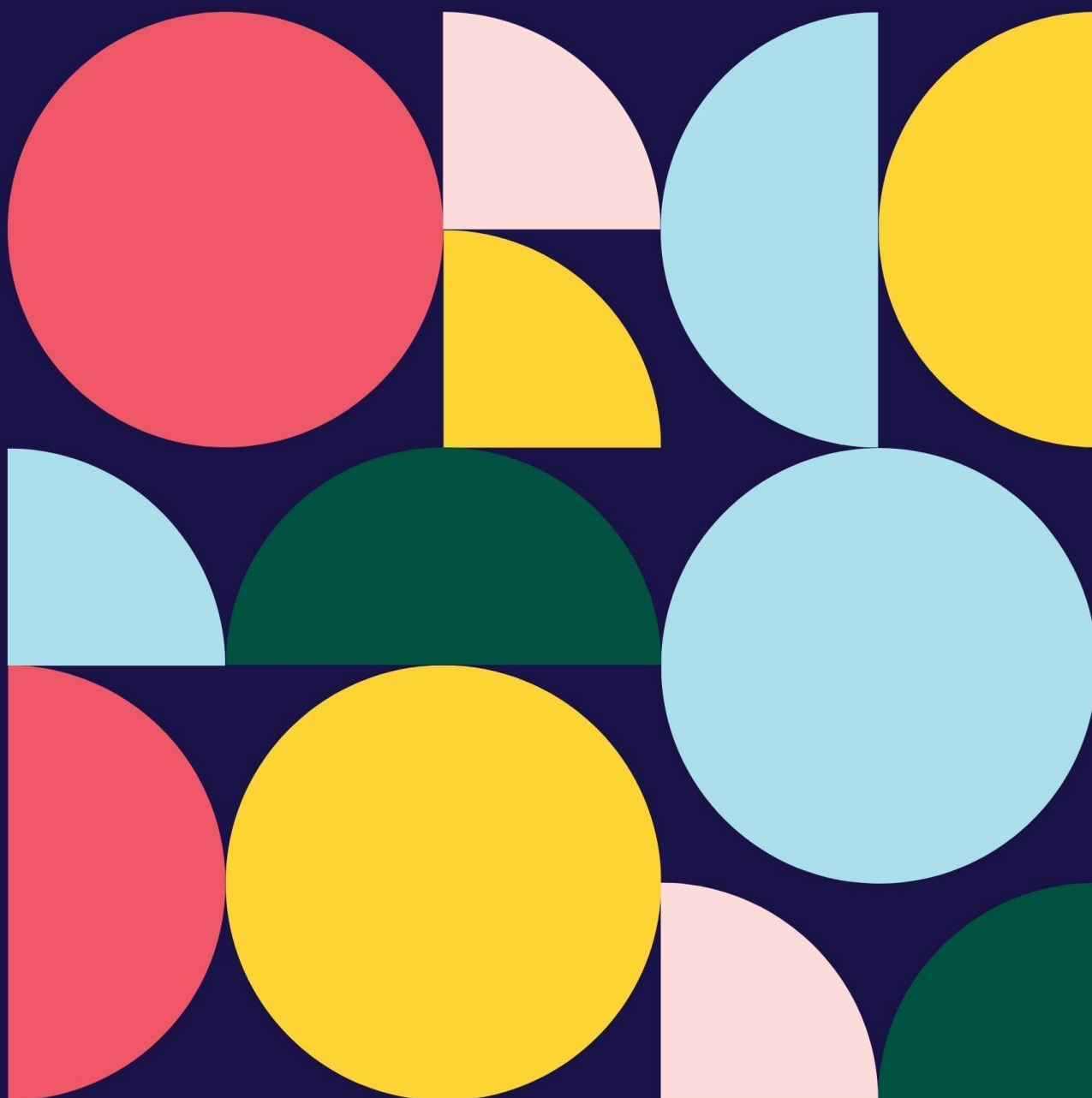




Bristol SU Member Disciplinary Policy and Procedure

Owner: Director of Community and Opportunity

Approval: Trustees



Date created: Jul 2024

Date reviewed and approved: Mar 2025

Date next review: Oct 2025

1. Purpose

- 1.1. The purpose of the Member Disciplinary Policy and Procedure is to provide a transparent framework for managing allegations of misconduct made against members of the Students' Union and for ensuring that disciplinary action, where necessary, is applied fairly and consistently.

2. Principles

- 2.1. It is expected that members of Bristol Students' Union are honest and act in accordance with the [Bristol SU Member Code of Conduct](#).
- 2.2. Breaches of standards will be treated in a consistent, fair and reasonable manner.
- 2.3. Our aim is always to encourage improvements in conduct and to help build an understanding of why certain behaviours are not acceptable.
- 2.4. We strive to adopt a human-centred approach in a way that we manage, investigate and resolve complaints and allegations about conduct. This means that we aim to:
- Demonstrate empathy, compassion and understanding throughout;
 - Arranging in-person meetings, teams or phone calls rather than relying on email;
 - Avoid relying on bureaucracy;
 - Be transparent and open;
 - Communicate in a timely and honest way;
 - Consider the cultural context and background;
 - Ensure that you have a named person you can contact for support;
 - Proactively make wellbeing referrals where appropriate.
- 2.5. Where possible, we will try to deal with concerns, issues and complaints in an informal way. This may not always be possible depending on the context or severity of the alleged breach.

3. Roles and Responsibilities

- 3.1. There are several key roles within this policy:
- **Supervising Trustee** – appointed by the SU Trustee Board to oversee the Code of Conduct framework and approach, to make decisions as to whether complaints / allegations fall within the scope of this policy and to sign-off any precautionary measures.
 - **Reporting Party (or Complainant)** – person or persons raising complaint / allegations / concern.
 - **Respondent** – person or persons who are alleged to have breached the Code of Conduct / expected standards of behaviour.
 - **Complaints Officer** – manages complaints and casework, convenes risk assessment panels, appoints Investigating Officers and makes decisions on whether cases should proceed to a disciplinary panel.

- **Investigating Officer** – carries out investigations in line with Section 11 and produces investigation report and recommendations. May be a Students' Union staff member, University colleague or independent person dependent on the risk and complexity of the case.
- **Risk Assessment Panel** – panel of three people appointed to carry out risk assessment of new cases and to make decisions about any appropriate precautionary measures.
- **Disciplinary Panel** – panel of three people appointed to make any disciplinary decisions and determine appropriate sanctions.

4. Scope and Application

4.1. This policy and procedure applies to all members of Bristol Students' Union including student members and associate members. This includes elected members of Bristol SU committees, Academic Reps, student group leaders, volunteers and/or those that hold a representative position within the Students' Union.

4.2. The policy and procedure can apply to any conduct or action that:

- Happens on Bristol SU premises;
- Is committed while using Bristol SU facilities or attending an SU event / activity;
- Is committed while a member is representing, acting on behalf of or could be perceived to be representing / acting on behalf of Bristol SU at an event, during a trip, online (e.g. via social media) or in correspondence.

4.3. For the avoidance of doubt, this policy and procedure does not apply to Students' Union staff, Full Time Officers or Trustees. There is a separate policy and procedure that applies to these roles. It is also not intended to be used to govern conduct within Students' Union elections, where there will be separate protocols as set by the Returning Officer.

4.4. The Students' Union's Supervising Trustee or Complaints Officer will make the final decision on whether allegations of misconduct fall within, or outside of, the scope of this policy.

5. Referrals to Bristol University

5.1. Where alleged misconduct is seen as a potential breach of the standards of behaviour, as expected by the University, the case will be referred to the University for consideration. This will automatically be the case regarding any allegations that involve serious misconduct including sexual misconduct and that could affect students as students i.e. that potentially impact on their fitness to remain a member of the University community. These cases will normally be investigated by the University rather than the SU.

5.2. Cases referred to the University will be investigated under the University's [Student Disciplinary Regulations and Procedure](#).

5.3. The Students' Union will investigate and manage cases where the allegations / concerns relate to the conduct or behaviour of a student group leader / volunteer / representative specifically in relation to their role. We also reserve the right to investigate and manage cases in exceptional circumstances where:

- The context of the allegations and incident is Students' Union specific and/or does not necessarily have a wider bearing on the fitness of the respondent(s) to be part of the University community, for example minor misconduct that can be addressed at a local level.
- The respondent(s) does not fall within the scope of the University Disciplinary Regulations – for example, an associate member.
- The complainant / victim is unable or does not wish to raise their concerns with the University.
- It is appropriate to do so, for another suitable and significant reason.

Examples are given in *Annex 2* regarding the types of cases that the Students' Union will or won't manage / investigate.

5.4. Where cases are referred (or directly made) to the University to investigate and manage, but the Students' Union has some involvement – for example because of the context or because the respondent(s) operate within an SU leadership / volunteer / representative roles, then the following measures may be put in place by the Students' Union:

- Regular communication with the University to ensure a consistent and coordinated approach (especially where precautionary measures are required) – see *Section 10*.
- A named contact for the complainant(s) to act as a point of contact within the Students' Union.
- Assessment of relevant stakeholders and a plan for communication – for example if the complaint / allegations impact on others within the Students' Union.
- An automatic wellbeing referral (for the victim / complainant and other key parties).
- Proactive referral to the Students' Union Advice Service, where there may be an impact on study.

6. Safeguards and Confidentiality

6.1. An appropriate level of confidentiality is important to the operation of an effective disciplinary process and must balance transparency and the requirements of natural justice against a legitimate expectation of personal privacy. To ensure the integrity of the process all parties involved in disciplinary procedures will be expected to maintain an appropriate level of confidentiality.

6.2. We recognise that it may be necessary and therefore appropriate for those involved in disciplinary cases to share certain confidential information with third parties, potentially including:

- To professional advisers / representatives;
- The University Wellbeing Service;
- Bristol SU Academic Advice Service for the purpose of obtaining advice and support;
- To family members (on the basis that those family members maintain confidentiality);
- To relevant external bodies such as the police, Office of the Independent Adjudicator (OIA) or the Office for Students (OfS).

6.3. The Students' Union may also disclose information:

- To those who need to know in order to discharge their responsibilities at work; where we consider it in the interests of health and safety at work or the welfare of other staff, students or the public interest;
- To the University, where it is required to take a coordinated approach to the management of the case;
- Where disclosure is required by law;
- To witnesses and/or attendees at any meetings relating to the complaint;
- To our professional advisers for the purposes of obtaining advice;
- To other relevant external bodies such as the police, OIA or the OfS.

6.4. We aim to promote a culture in which students and staff feel confident to raise their concerns. Therefore, anyone raising a formal report is usually expected to identify themselves. We do reserve the right to initiate an investigation without a formal complainant, however, no action will be taken against a student about any matter that has been reported anonymously unless it is possible to verify the matter reported.

6.5. The investigation process will usually require that the reporting party / complainant provides a statement and/or attends an investigatory interview. The reporting party may also be required to attend any disciplinary hearing as a witness. It is normally expected that such information is given without being anonymised. Unless there are exceptional circumstances, a reporting party should expect to be identified in the investigation process.

7. Involvement of the Police and Criminal Courts

7.1. This section applies where the alleged misconduct may also constitute an offence under criminal law.

7.2. If allegations of misconduct have been reported to the police, any Students' Union investigation will be adjourned pending the outcome of the police investigation.

7.3. The Students' Union can only investigate whether there has been a breach of the Students' Union's Member Code of Conduct as set out [here](#). We cannot make a determination of criminal guilt or determine whether a student has breached the University standards of behaviour. Any sanctions in relation to a Students' Union disciplinary investigation, therefore, are limited to an individual's membership of, and ability to access, the Students' Union (see *Annex 3*).

7.4. If appropriate, risk assessment procedures may take place under *Section 10*.

7.5. The Students' Union may report any allegation of a criminal offence to the University and/or the police following an assessment of risk.

7.6. If the police decide not to proceed with a case or that criminal proceedings have returned a 'not guilty' verdict does not preclude the Students' Union from taking action under this policy as there is a different burden of proof.

7.7. If a student has been convicted of a criminal offence or accepts a police caution in relation to behaviour that falls within the scope of the definition of misconduct in *Annex 1*, the Students' Union will accept this as definitive evidence that the behaviour took place.

8. Making a Disclosure / Complaint

8.1. Allegations of misconduct may be disclosed in person, online via the or via other means such as telephone or digital communication such as Teams or email.

8.2. If a disclosure is made verbally, the staff member receiving the disclosure will take notes (either during the conversation or immediately after) to ensure they have a record of important information. Notes will be shared and checked with the reporting party for completeness and that record can then be logged as part of the case.

8.3. When a disclosure is made, we will seek to understand the circumstances and desired outcome(s) of the reporting party and will also explore options around how concerns can be handled i.e. formally or informally. If it is clear the concerns should be dealt with formally, the reporting party may be encouraged to provide a written statement of their concerns via the SU complaints form. However, in circumstances where disclosing more than once is likely to re-traumatise, we will make all reasonable attempts to support the reporting student to avoid this.

8.4. If there is a concern about immediate risk to the University community or if the Students' Union has a safeguarding obligation to consider the risk, the risk assessment procedures may be utilised before a formal report is submitted by the reporting party / complainant (see *Section 10*).

8.5. Students can make an anonymous disclosure of misconduct via the University's [Report and Support online reporting tool](#). However, no formal action will be taken about any matter that has been reported anonymously unless it is possible to verify the matter reported. Anonymous information may be used to identify trends and shape our prevention and support provision.

8.6. If a disclosure is made to a Students' Union member of staff but the reporting party does not wish to file a formal complaint, the recipient will give careful consideration as to whether to report / escalate the allegation (in consultation with the Student Union's Safeguarding lead). It is always our preference to support the wishes and preferences of victims. However, in certain circumstances we have a duty of care that may mean we should investigate an allegation even if that is not the victim's preference – for example in situations where the disclosure may mean there is a serious risk to others.

9. Informal Resolution

9.1. Before considering formal disciplinary proceedings, every effort should be made to resolve the matter informally, where appropriate. This could include discussing the matter, with the objective of helping the member to make appropriate improvements to their conduct. At this stage the member will be made fully aware of the expectations, what steps need to be taken to address the conduct issue and when this will be reviewed. Additional coaching or training may also be recommended.

9.2. An informal resolution will not be taken if:

- The member has not improved following a previous informal discussion or formal warning;

- It is more appropriate to deal with the situation formally, due to the potential seriousness or risk of the issue.

9.3. The University has a [Mediation Service](#) which can be accessed by the Students' Union for informal resolution where appropriate and both parties agree to take part. Informal resolution is not appropriate for cases involving allegations of sexual misconduct.

9.4. Sometimes an informal discussion may not resolve the issue or be appropriate. In this case, the relevant procedures outlined in the remainder of this policy will be applied.

10. Risk Assessment Procedures and Precautionary Measures

10.1. Upon receiving a complaint / allegation, the Students' Union will make an immediate assessment of risk and where appropriate will undertake a full risk assessment including consideration of whether precautionary measures may be required.

10.2. Precautionary measures may include:

- Issuing a non-contact order to prevent the respondent(s) coming into contact with the reporting party and other relevant people;
- Temporary restriction from accessing certain Students' Union spaces;
- Temporary restriction from accessing specified Students' Union activities;
- Temporary restriction from accessing all Students' Union spaces and activities;
- Reporting to the University, police or safeguarding agencies.

No precautionary measures will prevent a student from accessing the Students' Union Advice Service, although where students are excluded from accessing SU spaces, they would need to use the service remotely.

10.3. Precautionary action is not a sanction or penalty. It is to be used only where, following the risk assessment process, it is considered necessary to prevent harm, protect a member or members of the University community; or the property of the SU / University.

10.4. Safeguarding Risk assessments (including decisions about precautionary measures) are carried out by a small panel selected from a pool that includes: The Students' Union Management Group, the Complaints Officer/Manager, Student Services Manager, Student Opportunities and Services Manager, Student Development Team Manager. All potential panel members will be fully trained in the Code of Conduct, Disciplinary Policy and Risk Assessment methodology. Risk assessment panels will usually involve 3 people from the pool and will normally always include either the Student Union's Safeguarding Lead or the Chief Executive.

10.5. We adopt an approach to precautionary measures which is victim-centred, aligned with our values and seeks to promote an environment and culture where victims feel safe and supported to raise complaints and allegations. This is balanced with a need to offer wellbeing support to, and respect the rights of, respondents.

10.6. Where misconduct allegations are of a serious nature including serious sexual misconduct, it will usually be the case that the respondent is temporarily restricted from all Students' Union activities

pending investigation, unless there is a clear case and evidence that the respondent would not present a risk to others.

- 10.7. We recognise that any decisions around precautionary measures can cause harm but seek to mitigate this through ongoing communication, timely investigation and the provision of wellbeing support.
- 10.8. Any risk assessment that results in the application of precautionary measures will be signed off by the SU's Supervising Trustee.
- 10.9. If precautionary action is applied, a named contact in the Students' Union will be assigned to the responding party to maintain contact and provide updates on the case.
- 10.10. All precautionary measures are subject to review at the request of the respondent after four weeks. Such a review will not involve a hearing, but the member will be entitled to make written representations.
- 10.11. The Students' Union will carry out a risk assessment in cases where:
 - The Students' Union itself is managing the complaint and investigation; or
 - The University is managing the complaint and investigation but where an additional risk assessment is required because of the context or because the respondent(s) hold a leadership / representative position in the SU.

EXAMPLE >>>

If allegations regarding serious misconduct are made regarding a student group leader, this would be referred to the University to investigate. The University will carry out a risk assessment and may (for example) determine that a non-contact order is required to prevent the respondent coming into direct contact with the reporting party. The respondent, in this situation, will still be able to come onto campus, continue their studies and use University facilities.

Because the respondent is a student group leader, the Students' Union would also carry out an additional risk assessment. We may determine that because the respondent is in a leadership role, further precautionary measures are required to protect students and prevent harm, so could, for example, exclude the respondent from all SU activities.

- 10.12. When we are communicating with reporting parties and respondents, we will ensure absolute clarity and distinction between situations in which we are enforcing or enacting precautionary actions as determined by the University and situations in which we are conducting and implementing our own risk assessment process and precautionary measures.

11. Investigation

- 11.1. Any action taken under these procedures will be concluded as quickly as possible and normally within 30 days from the start of the investigation.

- 11.2. When a formal complaint or disclosure, that falls within scope, is referred to the Students' Union for action, an Investigating Officer will be appointed to investigate the allegation(s).
- 11.3. The Students' Union will inform the respondent of the allegations and provide a summary of the nature of the allegations made.
- 11.4. The Investigating Officer has the power to carry out the investigation as they deem appropriate, including interviewing the reporting party and respondent, any other witnesses and collecting any available evidence.
- 11.5. The Investigating Officer may provide further details of the allegations to the respondent and will give the respondent the opportunity to respond to the allegations. This response may be in writing and/or the Investigating Officer may meet with the respondent.
- 11.6. When the Investigating Officer is satisfied that sufficient evidence has been obtained, they will prepare a report containing all of the available evidence and summarising the facts and the potential misconduct under Annex 1 and giving their view as to whether or not there is a case to answer.
- 11.7. The Investigating Officer will share their report with the Complaints Officer for consideration.

12. Consideration by the Complaints Officer

- 12.1. The Complaints Officer will review the Investigation Report prepared by the Investigating Officer and may:
- Request that further investigation be carried out;
 - Decide that no further action should be taken, in which case both parties will receive a letter informing them of this and highlighting the support available to them;
 - Decide that the matter should be dealt with informally by issuing an informal warning letter to the respondent;
 - Require other informal action to be taken including an informal conversation, training, guidance, mediation and/or requesting an apology;
 - Decide that the matter should be dealt with formally.
- 12.2. The Complaints Officer may be advised by the Director of People, members of Senior Leadership Team, colleagues from the Student Resolution Service (SRS) and/or external legal / HR advisors.

13. Disciplinary Panel / Hearing

- 13.1. If the Complaints Officer decides to refer the matter to a Disciplinary Panel, they will convene a panel and arrange a hearing as soon as possible.
- 13.2. The Panel will be made up of three people who have had no prior involvement with the case and will be drawn from a pool that includes: the Students' Union Management Group, Student Services Manager, Student Opportunities and Services Manager, Student Development Team Manager, Advice Service Manager, University staff (manager grade and above), SU Trustees. All potential panel members will be fully trained in the Code of Conduct, Disciplinary Policy and Risk Assessment methodology.

Disciplinary panels will normally always include the SU Safeguarding Lead or a member of the Senior Leadership Team.

- 13.3. One of the members will be appointed as Chair of the Committee. This will usually be a member of the Senior Leadership Team.
- 13.4. The order of the disciplinary hearing, evidence to be considered and witnesses to be called will be at the discretion of the Panel. The Panel may ask questions of anyone present.
- 13.5. A member of the People / Governance team will usually act as Clerk to the Disciplinary Panel. The role of the clerk is to assist the Panel, take a note of the proceedings and advise the Panel. The Investigating Officer will usually present the case on behalf of the Students' Union.
- 13.6. The respondent will be invited to attend the hearing. The hearing may take place via digital conferencing and not in person. The reporting party / complainant may be invited to attend the hearing as a witness and asked to give evidence; they are not a party to the proceedings. The reporting party will not attend all of the hearing and may give evidence via video link if appropriate. If two or more respondents are involved in related misconduct, the Panel may at its discretion deal with their cases together.
- 13.7. The reporting party and respondent can bring someone for support or to represent them to the hearing. Both parties are normally expected to answer any questions put to them, unless they have a good reason for not doing so.
- 13.8. The Panel will rely only on evidence presented at the hearing, either orally or in the hearing bundle. The respondent will receive a copy of the hearing bundle, but the reporting party will not.
- 13.9. The Panel may impose time limits on submissions. They will have the ability to adjourn a hearing to another date, where appropriate.
- 13.10. The Panel may find a member guilty of misconduct if, on the basis of evidence, it is satisfied on the balance of probabilities, of the member's guilt. This means that the Panel must be satisfied that the member is more likely to be guilty than not. Once a finding of guilt has been established, the Panel can impose any of the penalties listed at Annex 3.
- 13.11. If the members of the Panel cannot agree, the decision of the Panel will be that of the majority of its members.
- 13.12. All disciplinary proceedings under this section and documents relating to the proceedings are confidential.
- 13.13. The respondent will receive an outcome letter or email detailing the decision and sanction imposed usually within 14 days of the hearing. The respondent has a right of appeal, as set out in *Section 15*.
- 13.14. The reporting party will receive a letter stating that the matter was dealt with by a Disciplinary Panel. They will also be informed if the respondent was found to be guilty or not guilty. The reporting party will normally be informed of sanctions imposed on the respondent where the penalty has a direct

impact on the reporting party, such as a non-contact order or letter of apology. The disclosure of further penalty information will be considered on a case-by-case basis.

14. Sanctions / Penalties

- 14.1. The potential penalties for misconduct are set out in Annex 3.
- 14.2. When determining sanctions, consideration will be given to the seriousness and circumstances of the misconduct and any mitigating circumstances raised by the respondent or their representative.
- 14.3. If found guilty of misconduct, details of the misconduct and the sanction(s) imposed will be sent to the respondent.
- 14.4. The Students' Union will keep a record of student misconduct and sanctions imposed and will share with the University where appropriate.

15. Appeals

- 15.1. A respondent may appeal against a finding of guilt or against a sanction imposed following a finding of guilt imposed under section 13 and 14 of these Regulations. The appeal must be made to the Students' Union within 7 days of the outcome letter being issued. Appeals should be made via email (bristolsu-complaints@bristol.ac.uk). The respondent must set out in writing the grounds on which the appeal is based.
- 15.2. The appeal will be heard by a Panel made up of three people who have had no prior involvement with the case and will be drawn from a pool that includes: the Students' Union Management Group, Student Services Manager, Student Opportunities and Services Manager, Student Development Team Manager, Advice Service Manager, University staff (manager grade or above) and SU Trustees. All potential Appeal Panel members will be fully trained in the Code of Conduct, Disciplinary Policy and Risk Assessment methodology.
- 15.3. The potential grounds of appeal are:
 - That the decision was not reasonable;
 - That the procedure was not correctly followed when making the decision;
 - That new evidence has come to light that was not available to the original decision maker which may have materially affected the decision.

There is no entitlement to a rehearing of the case. The respondent may present the appeal in person or in writing, and may be represented by an adviser, friend or other representative.

- 15.4. The Panel considering the appeal may:
 - Reject the appeal and confirm the original penalty;
 - Uphold the appeal and revoke the original decision and penalty;
 - Partially uphold the appeal and confirm the finding of guilt but amend the penalty to impose a lesser or greater penalty.

Annex 1: Examples of Misconduct

- a) Any behaviour that breaches the [Member Code of Conduct](#);
- b) Any conduct which constitutes a criminal offence;
- c) Any conduct which constitutes sexual misconduct;
- d) Disruption of, or improper interference with, the educational, administrative, sporting, social or other activities of the Students' Union or University;
- e) Obstruction of, or improper interference with, the functions, duties or activities of any student or member of staff;
- f) Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language, whether expressed verbally or in writing, including online behaviour;
- g) Bullying, harassment or unacceptable behaviour of any student or member of staff of the University, or any visitor to the University, including on the grounds of sex, race, religion or belief, disability, sexual orientation, gender reassignment, age or other grounds, including online bullying and harassment;
- h) Fraud, deceit, deception or dishonesty in relation to the Students' Union, University or its staff, students or visitors;
- i) Theft, misappropriation or misuse of Students' Union property, or the property of staff, students or visitors, including computer misuse;
- j) Misuse or unauthorised use of Students' Union / University premises;
- k) Damage to Students' Union / University property, or the property of staff, students or visitors, caused intentionally or recklessly;
- l) Action likely to cause injury or risk the safety of others on Students' Union premises, at SU events or on any activity associated with the Students' Union;
- m) Failure to respect the rights of others to freedom of belief and freedom of speech;
- n) Failure to comply with a reasonable instruction relating to discipline, issued by the Students' Union or University including failure to comply with precautionary measures.

Definitions of bullying, harassment, racism, sexism, Islamophobia, anti-Semitism, homophobia, biphobia, transphobia, sexual violence, sexual harassment, domestic abuse and ableism are all defined in the [University of Bristol Student Community Induction](#).

Annex 2: Examples of cases that would / might / would not fall within scope

As set out in Section 5, the University has primary responsibility for managing and investigating conduct cases that affect students as students. For example, this includes allegations that potentially impact on a students' fitness to remain a member of the University community.

Examples of cases that **would** be investigated and managed by the Students' Union:

- Allegations of serious misconduct that relate to a person / persons that fall outside of the University's [Student Disciplinary Regulations and Procedure](#) e.g. associate members.
- Allegations of misconduct that relate specifically to the actions / behaviours of a student group leader / volunteer / representative – but would not be investigated by the University – for example, allegations that may specifically impact on someone's suitability to carry out a Students' Union role.
- Allegations regarding an incident that is centred round a Students' Union event, activity that breaches the SU Code of Conduct but is not deemed by the University to breach its [Student Disciplinary Regulations and Procedure](#) – possible examples could include:
 - A student or student leader brings the SU into disrepute;
 - Theft of Students' Union property;
 - Failure to comply with precautionary measures issued by the Students' Union

Examples of cases that **may** be investigated and managed by the Students' Union:

- Disclosures regarding misconduct by a student where the reporting party does not wish to use the University procedures. This may, for example, apply if the only sanction that the reporting party is seeking is limited to removal of the respondent from a specific Students' Union activity / event. The Students' Union would normally encourage students to raise complaints with the University (where conduct may have breached University standards) but may consider these situations on a case-by-case basis.

Examples of cases that **would not** be investigated and managed by the Students' Union:

- Allegations of misconduct and serious misconduct that breach the University's [Student Disciplinary Regulations and Procedure](#) and which will be investigated and managed by the University.
- Complaints about the University or University staff.
- Allegations of sexual misconduct or violence where the respondent(s) is a student.

The SU may still undertake an additional risk assessment where appropriate because of the context or because the respondent(s) holds a leadership / representative position in the SU. (see Section 10.11).

Annex 3: Potential Sanctions for Breaches of the Code of Conduct

Potential sanctions for breaches of the Code of Conduct. A student found guilty of misconduct may be given one or more of the following penalties:

- A formal written warning;
- Absolute discharge, which means that although the student may be technically guilty of the misconduct alleged, no blame should be attached to their actions;
- Caution, which means that no further penalty is imposed, but if the student is found guilty of misconduct on a subsequent occasion in the following twelve months, or some other specified period, they will then be dealt with for both offences;
- Required to write a letter of apology to a specified person or persons;
- Required to attend a specified course or programme and to pay the reasonable cost as determined at the relevant time by the Students' Union;
- No-contact order - required to have no contact, or restricted contact, with a specified person or persons;
- Removal from their Committee position of a club or society

Suspension from specific Students' Union activities for a fixed period of time;

- Suspension from all Students' Union membership activities for a fixed period of time;
- Permanent exclusion from specific Students' Union activities;
- Membership removed - permanent exclusion from all Students' Union activities (with the exception of Academic Advice);
- Any other reasonable penalty deemed to be appropriate by a Disciplinary Panel.

Annex 4: Guidance for Precautionary Measure Decisions

Low	Moderate	High	Urgent
No evidence of pre-planning, targeting the victim or of an unprovoked attack.* No current risk (may be an historical incident) and this incident doesn't bring a risk of harm. The responding student has no allegations under SU / University Disciplinary Regulations. No threats made against the student and / or the student's personal property on University premises. The circumstances of the current incident do not suggest that the student might commit other offences if not restricted from accessing activities / services / spaces. Student is academically progressing. Student has a support network. No concerns raised by third parties. Issue is singular and other stressors are low. No mention of current or past self-harm. Student has insight into the issues. Student is taking steps to access support / reduce risks.	This incident does not involve a pre-planned or unprovoked attack but there is evidence that the victim was targeted.* This incident does not involve the use of a weapon. The respondent has unproven or a minor proven allegation that does not involve violence, threats of violence or intimidating behaviour. No direct threats made to the student but the incident is such that it might normally provoke strong feelings. The circumstances of the current incident suggest that the responding student may commit offences involving violence, threats of violence or intimidating behaviour, harassment, bullying or damage to property, if not restricted from accessing activities, services and/or spaces. Student is academically engaged. Student has some support network. No concerns raised by third parties. Issue is singular and other stressors are moderate. No current or past self-harm and have plans for the future. They have self-insight and plan to engage with support.	This incident involves a pre-planned or unprovoked attack with or without the victim being targeted.* This incident involves physical harm which may be with the use of a weapon. The responding student has a major allegation or pattern of behaviour of minor allegations that involves violence, sexual violence, threats of violence or intimidating behaviour. Direct threats have been made against the student or there are rumours of reprisal attacks. The circumstances of the current incident suggest that the responding student will commit offences involving violence, sexual violence, threats of violence, intimidating behaviour, harassment, bullying or damage to property, if not restricted from accessing activities, services and/or spaces. Student is struggling academically / socially, has minimal support networks or relationships are not supportive. Third parties have raised concerns. Issues are complex. Student sometimes has suicidal ideation. Student is reluctant to engage with support and university processes.	This incident involves a pre-planned or unprovoked attack with the victim being targeted.* This incident involves predatory behaviour or significant physical harm which may be with the use of a weapon. The respondent has a pattern of escalating incidents which may be in close succession that involves violence, sexual violence, threats of violence or intimidating behaviour. There have been reprisal attacks. The circumstances of the current incident suggest that the student will commit other offences if not restricted from accessing activities, services and/or spaces which puts the safety of the University community at significant risk. Student is academically disengaged or struggling. Student is isolated or relationships are not supportive. Third parties have raised concerns. Issues are complex across multiple areas. History of or current self-harm. Student does not have insight into the issues. Student refuses to engage with support and SU / University processes.

*Not applicable to sexual violence cases.