

Level 2 Serious and/or Continuing Concerns 3.2

Invoked when the student's personal circumstances or behaviours;

- a) continue to be of concern despite Level 1 intervention and/or
 - b) are perceived to be of a serious or potentially serious nature
- Please note a level 2 intervention must be authorised by a senior member of staff in School

Staff should work closely with Disability and Wellbeing Services for guidance and attend the meeting if appropriate

Once approved lead staff member should take the following actions

- arrange the Level 2 meeting (where possible **within 5 working days** from date of level 2 concerns being raised)
- notify the student
- Advise the student that they may be accompanied by University student of staff member, Sabbatical Officer or University Chaplaincy for support

Where possible the staff member should speak to the student in person to agree the date and time for the meeting

During the Level 2 meeting the senior staff member should:**Explain**

- Explain and/or review the concern(s)
- Allow the student the opportunity to respond to the concern(s)

Discuss

- The perceived impact/implications on the student's wellbeing and fitness to study
- Gather or up-to-dated understanding of the student's perception of the matter

Agree

- Agree a referral to Occupational Health Service following OHS referral pathway.
- Agree any further interim time-bound actions to help manage concerns

Identify

- Identify with the student any related support needs the student may have

The lead staff member will ensure that a **written record** of the meeting, agreed actions, follow-up and review outcomes are recorded (held on file by the School) and shared with the student within an agreed timeline.

Note: if a student is referred to OHS but doesn't attend, a decision on Fitness to Continue in Study will be made based on independent medical evidence

Arranging the Level 2 follow up meeting

- Lead staff member receives Occupational Health Assessment Report
- Lead staff convenes a follow up meeting within 3 working days of receipt of report (where possible)
- Lead staff member will notify the student of the meeting in writing and advise them that a University student or staff member, Sabbatical Officer or University Chaplain can accompany them
- A Disability and Wellbeing staff member should be invited to this meeting

Outcome of OHS Assessment Report considered alongside the impact of any interim actions.

Possible Outcomes from Level 2 meeting:

- Implementation of reasonable adjustments (reviewed periodically)
- **Voluntary temporary** withdrawal from their studies or area of activity (eg student accommodation)
- Student is required to take a **temporary withdrawal** from their studies, placement, overseas study or activity
- Student is permitted to continue their studies on a **part-time basis or to study away** from the University
- Imposing on the student a **formal suspension from study** for a stated period of time and/or **exclusion from specified University facilities/activities** with or without conditions for return to study or readmission to activities
- **Termination** of the student studies at University

Final determination

- The determination should be communicated to the student (verbally) at a meeting and thereafter in writing
- Where a final determination is not reached at the meeting, the reason should be clearly communicated to the student and a timeframe should be agreed for the final outcome to be communicated
- If the student, doesn't attend the meeting, it will proceed in the student's absence with the outcome communicated in writing (**within 5 working days**)

Please note: Minutes and outcomes will be formally recorded on the student records by the School and shared appropriately with relevant staff.