

## Guidance for Referrers

Please read before submitting a Student Referral Form

### 1. Referral relating to Professional Behaviour

Professional behaviour concerns about a student may be raised by using a Student Referral Form. However, you should always attempt to deal with the issues informally by discussing the concern with the student, so that the student is given the opportunity to address the issues raised. This course of action should be considered before completing the referral.

The referral could relate to a number of areas:

- a) Relationships with patients and clients – e.g. not respecting confidentiality, being discourteous
- b) Working with others – e.g. being disrespectful towards other students or colleagues, continually disrupting teaching and learning
- c) Probity – e.g. dishonesty, fraudulent or illegal behaviour
- d) Learning – e.g. not engaging in administrative or academic requirements of the programme
- e) Health – e.g. physical or mental health issues, which are not appropriately managed, alcohol or drugs problem.
- f) Cruel or abusive behaviour towards animals

If the concern about a student is serious, particularly when the student's health or behaviour is a risk to patients or colleagues, immediate contact should be made with the relevant Programme Director, the Faculty Education Manager, the Education Administration Manager or the Dean. Dependent on the student's year of study, or level of patient contact, action may be taken to suspend the student from the programme or from the clinical elements of their course.

We expect students and staff to provide their name and contact details when raising a concern. There is no guarantee that we can withhold the identity of the reporter as students have a right to see information held about them by the University, although we will not pass your contact details on to the student in question. Anonymous concerns can be difficult to investigate or progress. If you have concerns, or wish to make a confidential referral, this will be at the discretion of the University Secretary. Please contact the Faculty Education Manager or Education Administration Manager for more details.

For information on the University's Policy on Whistleblowing, please see [www.bristol.ac.uk/media-library/sites/secretary/documents/student-rules-and-regs/whistleblowing-policy.pdf](http://www.bristol.ac.uk/media-library/sites/secretary/documents/student-rules-and-regs/whistleblowing-policy.pdf).

University staff or students who make malicious or deliberately misleading statements concerning a student may be themselves referred to the relevant University disciplinary procedures or the Faculty's Fitness to Practise procedure. No action will be taken against a member of staff or student who raises a concern in good faith.

Further information is available on the Student Referral Form, and on our fitness to practice website and this must be read thoroughly before submitting any referral.

### 2. Referrals which do not relate to professional behaviour

If the concern does not relate to professional behaviour and is an academic concern (e.g. the student may be struggling academically) the student should be encouraged to contact the programme team such as Programme Director, Year Lead, Unit Lead.

If the concern is in relation to health and wellbeing, the student themselves should be encouraged to contact the Student Wellbeing Service, or Senior Tutor as appropriate, or one of the services listed on the Faculty and/or University websites. However, if it is felt that a student (or another person) is at risk of harm, contact should be made with the Senior Tutor, relevant Programme Director or Student Wellbeing Service directly who will consider what action may be appropriately taken. Students or staff distressed by a colleague's situation may seek support from one of the support services listed on the University of Bristol website [www.bristol.ac.uk/student-services/](http://www.bristol.ac.uk/student-services/)

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