

## FACULTY FITNESS TO PRACTISE POLICY AND PROCEDURE 2024-25

This policy and procedure is to be used in conjunction with the guidelines of the relevant professional or regulatory body, e.g., the [British Psychological Society \(BPS\)](#), the [Health and Professional Care Council \(HCPC\)](#), depending on the programme.

[UCL Academic Manual](#) apply to all programmes. This policy and procedure is applicable to IOE accredited programmes with a pes with a pes with a ps01 00 595.340 5E Tf Tmf10.45n(li)4(



- iii. To adhere to the standards set out by relevant regulatory bodies and UCL;
- iv. To identify students who are unfit to practise (e.g., through Safeguarding and DBS investigations before and during a course);
- v. training.

#### **4.1. Use of this Policy**

- a. (except as a result of a physical or mental health problem), extenuating circumstances, or complaint. However, if during consideration of a Fitness to Practise, those issues may be referred for consideration under this Policy.
- b. Under this Policy, any named officer may delegate his or her responsibilities to another appropriate member to guard against any conflict of interest and in the interests of progressing the panel in a timely manner.
- c. Where this Policy provides for actions to be carried out within certain time periods, IOE will use all reasonable efforts to comply with these time limits.
- d. Where this is not possible, the student will be notified as soon as possible

## 5. Fitness to Practise Process

### 5.1. Raising a concern

- a. Cause for concern as to a  
relating to a wide range of behaviours, including, but not limited to:
  - Criminal conviction, caution, reprimand or equivalent;
  - Drug or alcohol misuse;
  - Aggressive, violent or threatening behaviour;
  - Persistent inappropriate attitude or behaviour;
  - Academic misconduct;
  - Dishonesty or fraud (whether or not linked to the professional role);
  - Unprofessional behaviour or attitudes;
  - Health concerns and lack of insight or management of these concerns.
- b. Reports of any issues of Fitness to Practise shall be submitted to the Head of Phase (PGT or UG) via a cause for concern report (see d.) as soon as possible after the occurrence of the act, incident or behaviour causing concern, or, in the case of repeated acts, incidents or behaviours, as soon as possible after the most recent instance.
- c. A Fitness to Practise cause for concern report may be submitted by a member of staff of the placement provider or UCL. Cause for concern reports submitted anonymously will not normally be considered, except in exceptional circumstances, for example those concerning matters of potential health and safety of the reporter.
- d. The cause for concern report, which would normally be an email, should:
  - Note the reason(s) for referral. Information should be provided in chronological order:
  - Note any actions taken prior to the referral;
  - Be accompanied by relevant evidence, where available;
  - Be provided to the student.
- e. In cases involving allegation of serious Fitness to Practise issues, the relevant Head of Phase may recommend to the Pro-Director of;E

- f. If the student terminates their own placement, depending on the circumstances, suspension due to [academic insufficiency](#) policy may apply.
- g. The process, from submitting a cause for concern report to the outcome, should conclude within **8 working weeks**, however, in exceptional circumstances it may take longer. The student will be informed of the reasons for any delays, and of the date for the expected outcome.

## 5.2. Initial investigation

- a. The purpose of an initial investigation is to determine whether there is a case to answer as to whether the Fitness to Practise of the student is impaired. The initial investigation shall be carried out by the relevant Programme Leader

Academic Programmes Office.

- b. The Secretary will write to the student at their UCL email address to make them aware that a cause for concern report has been submitted and will supply a copy of the report to the student. The student will be made aware that they have a right to respond to the report in writing, to make the Secretary aware of any extenuating circumstances they consider pertinent to the report. Any such response should be returned to the Secretary within **five working days** via their UCL email address. All documentation will be passed through the Secretary and there will be no direct communication, either written or oral, between the Panel and either the student or the member(s) of staff concerned.
- c. In all cases the student has the opportunity to seek support from [UCL Occupational Health Services](#) and [UCL Student Support and Wellbeing Services](#) prior to responding to the report.
- d. The student should confirm to the Secretary whether they envisage any delay in returning a written response within 5 working days.
- e. All IOE students are entitled to seek impartial advice and guidance from [UCL Student Support and Wellbeing Services](#). Information on a comprehensive range of health and wellbeing support services is accessible at the [UCL Student Support and Wellbeing Services](#) page.

the seriousness of the behaviour in question and impact, as well as potential impact, on the student and others as defined in section 5.1.a;

whether the behaviour is contrary to principles of probity expected by the university;

whether it involves reckless, risky, or deliberately harmful acts;

whether it is



e.



It may be possible for the student to attend the Panel virtually provided suitable technology is available and the approval to do so is given by the Chair.

- h. The student has the right to call witnesses to attend the panel hearing but must inform the Secretary of their details at least 48 hours prior to the meeting.
- i. If the student does not attend the panel hearing and fails to submit to the Panel in advance an explanation for their non-attendance the Panel, may, at its discretion, proceed with the meeting provided it is first satisfied that due notice of the meeting was given. In such a case the meeting will not be rescheduled, and the student will be notified of the line with section 7.4 and section 8.

### **6.3. Fitness to Practise Panel meeting proceedings**

- a.



b.

