Report and Support & Speaking Up Speaking Out policy and No Contact Orders

No Contact Order guidance:

WHAT IS A NO CONTACT ORDER?

A No Contact Order (NCO) is a formal notice issued by Student Services on behalf of the University, which restricts two of more students from directly contacting or communicating with each other. **All students who are subject to a No Contact Order will receive a letter informing them of this** as well as an Information Guide which explains what it is and what it means for them.

Students who have not been involved in an initial risk discussion (for instance, if they have been reported for behaviour that is making another student feel unsafe) will be asked to attend a meeting with a Senior Student Life Advisor to explain the requirements of the NCO and confirm their understanding.

No Contact Orders are used as part of a risk assessment and management process to keep students safe during their time at UEA. They can also be used as a practical measure for managing conflict, if appropriate.

No Contact Orders are not punitive actions or disciplinary outcomes.

A No Contact Order can be issued at the discretion of Student Services and restricts the named parties as follows:

- *do not contact relevant student name, either in person or by any other means (directly or indirectly), including via social media;*
- *to comply with any reasonable request made by your School of Study in line with this order*

Normally a No Contact Order contains the same information for all parties. If additional specific requirements are needed for one party, in order to manage safety or risk, this will be included in the notification letter.

If both students are on the same course or share a module for example, Student Services will contact the School by way of email. This email will explain which students are subject to the No Contact Order and what the conditions of that order are so that you can decide if you need to take any measures as a School to facilitate those conditions. **More details of potential measures can be found below.**

WHY AM I BEING TOLD ABOUT THE NO CONTACT ORDER?

Whilst the intention of the order is not to guarantee that parties will not see one another on campus, careful consideration should be given to the possible ways that the named students may need to interact on their course, with the aim of reducing direct, purposeful contact between them.

It is the responsibility of the School to ensure School based mitigations are implemented and checked. These mitigations are designed to reduce the possibility of direct, purposeful contact, which will support the students to observe the NCO requirements whilst continuing to fully engage in their studies.

WHAT ACTIONS SHOULD I TAKE AS ON BEHALF OF THE SCHOOL?

The following suggestions are not intended as an exhaustive list but to provide some guidance as to areas that you may wish to consider as possibilities for reducing direct, purposeful contact:

- Offering module transfers

- Changes of group work membership, including EBL and PBL groups
- Considering teaching spaces and the size of groups that meet within these. Is the teaching in a large lecture theatre or a seminar room where there is expected to be interaction between those in attendance? What adjustments can be made?
- Considering assessment spaces and who will be required to be in these and the proximity of those within. Is there a possibility that one party will be sat next to another party whilst doing an assessment? What adjustments can be made?
- Considering transport to and from placement. Will the parties be required to travel on the same transport? What adjustments can be made?
- Considering field trips and who is required to attend. Will the parties be required to travel on the same transport? What adjustments can be made?

We would suggest that you engage the parties named in the No Contact Orders in this process.

If, as a School you feel that you cannot facilitate the conditions of the No Contact Order, please contact the Head of Student Life, in StS, to discuss this further.

POTENTIAL CONSEQUENCES OF NOT TAKING ANY ACTION

There are examples where institutions have been found to have failed in the process of reducing direct, purposeful contact following the implementation of No Contact Orders, and have been required to award financial compensation to those affected. The OIA and UUK have also been clear as to the responsibilities of the institution in taking all reasonable steps, especially where the alleged misconduct is such that it may constitute a criminal offence.

If, as a School you feel that you cannot facilitate the conditions of the No Contact Order, please contact the Head of Student Life, in StS, to discuss this further.

WHEN IS A NO CONTACT ORDER ISSUED?

A No Contact Order may be identified as an appropriate supportive measure during a risk assessment conducted by Student Services.

Risk assessments may be carried out following a report from a student about behaviour that makes them feel unsafe, or a security or police report that indicates a safety risk to one or more students.

No Contact Orders are intended to be supportive to all involved parties, protect them and prevent any future interactions which could be problematic for the individuals involved.

WHAT DOES A NO CONTACT ORDER RESTRICT?

A No Contact Order is not intended to replicate a restraining order. Restraining orders can only be issued by court order, whereas a No Contact Order is a risk management tool used by the University.

A No Contact Order does not guarantee that parties will not see one another on campus or prohibit either party from using public spaces such as the Library, shop or Students' Union venues including the LCR.

A No Contact Order is intended to reduce direct, purposeful contact between the parties concerned, in person and online including social media.

IS A NO CONTACT ORDER PART OF THE DISCIPLINE PROCESS?

Not necessarily.

No Contact Orders are used as part of a risk assessment and management process to keep students safe during their time at UEA. They can also be used as a practical measure for managing conflict, if appropriate.

A risk assessment may be carried out by Student Services if we have received a report from a student that indicates alleged behaviour that may be a breach of the General Regulations for Students.

This report may then be referred to the Student Misconduct Investigation Team for investigation, and if so, the student/s being reported will be contacted with further information.

Being issued a No Contact order does not indicate what the outcome of an investigation, if there is one, will be. They are intended to be supportive to all involved parties, protect the, and prevent any future interactions which could be problematic for the individuals involves.

HOW LONG ARE NO CONTACT ORDERS IN PLACE?

A no contact order will remain in place for the duration of study unless a formal letter revoking the order is issued.

Please do not hesitate to contact the Head of Student Life, in Student Services, if you have any questions or would like to talk through the No Contact Order.