

Raising a Concern About a Student

Quick reference for practice partners

Use the University Raising Concerns form whenever a practice supervisor, assessor, educator, manager or education team has a concern about a student. The form creates one central record so the concern can be triaged, supported and monitored.

An immediate or serious event	An ongoing or repeated concern
• Make the immediate situation safe and seek urgent help where required. • Complete local safeguarding, incident-reporting and escalation processes. • Inform the placement education team and the relevant University course team promptly. • Support the student and explain the concern and proposed submission wherever possible. • Document the event and discussion in the student's PAD where appropriate. • Submit the form without delay. If any usual step could not be completed, explain why.	• Discuss the concern clearly with the student; it should not come as a surprise. • Provide constructive feedback, appropriate support and a reasonable opportunity to improve. • Record the concern, feedback and agreed actions in the student's PAD. • Consider the use of an action plan where this will help set clear expectations and review dates. • Inform the placement education team and the relevant University course team. • Tell the student that a Raising Concerns form will be submitted.

Information to include

Give a factual account of what happened, when it happened, who was involved, the effect or risk identified, feedback and support already provided, and the actions taken so far.

Attach relevant evidence where available, such as PAD entries, action plans, meeting notes, emails, a timeline or factual statements. Remove the names of people who are not directly involved where appropriate.

What happens after submission

The concern will be acknowledged and triaged by the Lead for Practice Education or a Head of Subject, normally within 24 hours or the next working day. The University may request further information and will decide whether the concern requires support and local action or consideration through the Fitness to Practise process.

Practice partners should not refer directly to OSACC. If the Fitness to Practise threshold may have been met, the University will make the referral. Please remain involved and provide further evidence when requested so the concern can be resolved and closed.

Important reminders

The form does not replace urgent safeguarding, patient-safety or local incident-reporting procedures. A concern may relate to practice, conduct, professional behaviour, health or wellbeing. Submission does not automatically mean Fitness to Practise action. Only relevant people will have access to the information, and it will be handled sensitively.

Email practice.education@uos.ac.uk or visit www.uos.ac.uk/practice-learning/raising-concerns/