

University Sexual Misconduct Risk and Needs Assessment Tool

**Editable Templates**

Overview and Purpose

1. The following templates should be used and understood in conjunction with the Sexual Misconduct Risk and Needs Assessment Toolkit.
2. LimeCulture has given permission for these templates to be amended, edited and used in a way which is most beneficial to the University/ Higher Education Institution using them.
3. The templates (and Assessment Toolkit document) are free to use and there is no license fee attached.
4. The following templates are included in this document. Please reference the relevant sections of the Assessment Toolkit for more information.
	1. Risk Assessment 1 – for reporting students’ risks and needs: Section 6, Pages 29-44
	2. Risk Assessment 2 – for responding students’ risks and needs: Section 7, Pages 45-58
	3. Risk Assessment 3 – for organisational and strategic risks and needs: Section 8, Pages 59-72 (including considerations around where and how organisational risks and needs will be assessed and managed)
5. For any additional support, information or training in relation to the Assessment Toolkit or associated documentation, please email universities@limeculture.co.uk.

PART 1: Reporting Party Risk and Needs Assessment

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| RISK ASSESSMENT 1 – REPORTING PARTY |
| Assessment completed/ reviewed by: |  | Date of completion/ review: |  |
|  |
| **Type of Risk/ Need** | **Summary of Risk or Need** | **Action Taken/ to be Taken** (including personnel responsible) | **Score/ ‘RAG’ Rating** | **Review Date/ Period** |
| **Category of risk/ need: Personal and Individual Risks and Needs** |
| T1: Personal and Individual Requirements |  |  |  |  |
| T2: Harm from others  |  |  |  |  |
| T3: Health and Medical  |  |  |  |  |
| T4: Mental Health & Psychological Wellbeing  |  |  |  |  |
| T5: Coping Mechanisms, Social & Cultural Support |  |  |  |  |
| T6: Alcohol and Drug Use |  |  |  |  |
| T7: Safeguarding  |  |  |  |  |
| T8: Immigration and Residence  |  |  |  |  |
| **Category of risk/ need: University/ Academic Life Risks and Needs** |
| T9: Employment and Education |  |  |  |  |
| T10: Accommodation and Housing |  |  |  |  |
| T11: Finance |  |  |  |  |
| T12: Out of Term Time/ Following Graduation |  |  |  |  |
| **Category of risk/ need: Disciplinary/ Criminal Justice Risks and Needs** |
| T13: Risk(s) to University Community |  |  |  |  |
| T14: Risk to Supporter |  |  |  |  |
| T15: University Disciplinary Processes |  |  |  |  |
| T16: Criminal Justice System Processes |  |  |  |  |
| T17: Professional Judgement |  |  |  |  |

PART 2: Responding Party Risk and Needs Assessment

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| RISK ASSESSMENT 2 – RESPONDING PARTY |
| Assessment completed/ reviewed by: |  | Date of completion/ review: |  |
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| **Type of Risk/ Need** | **Summary of Risk or Need** | **Action Taken/ to be Taken** (including personnel responsible) | **Score/ ‘RAG’ Rating** | **Review Date/ Period** |
| **Category of risk/ need: Personal and Individual Risks and Needs** |
| T1: Personal and Individual Requirements |  |  |  |  |
| T2: Harm from others  |  |  |  |  |
| T3: Health and Medical  |  |  |  |  |
| T4: Mental Health & Psychological Wellbeing  |  |  |  |  |
| T5: Coping Mechanisms, Social & Cultural Support |  |  |  |  |
| T6: Alcohol and Drug Use |  |  |  |  |
| T7: Safeguarding  |  |  |  |  |
| T8: Immigration and Residence  |  |  |  |  |
| **Category of risk/ need: University/ Academic Life Risks and Needs** |  |
| T9: Employment and Education |  |  |  |  |
| T10: Accommodation and Housing |  |  |  |  |
| T11: Finance |  |  |  |  |
| T12: Out of Term Time/ Following Graduation |  |  |  |  |
| **Category of risk/ need: Disciplinary/ Criminal Justice Risks and Needs** |
| T13: Risk(s) to University Community |  |  |  |  |
| T14: Risk to Supporter |  |  |  |  |
| T15: University Disciplinary Processes |  |  |  |  |
| T16: Criminal Justice System Processes |  |  |  |  |
| T17: Professional Judgement |  |  |  |  |

PART 3: Organisational Risk and Needs Assessment

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| RISK ASSESSMENT 3 – RISK MANAGEMENT PANEL |
| Assessment completed/ reviewed by: |  | Date of completion/ review: |  |
| Review of Risk Assessments for Reporting & Responding Parties: |  |
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| **Type of Risk/ Need** | **Summary of Risk or Need** | **Action Taken/ to be Taken** (including personnel responsible) | **Score/ ‘RAG’ Rating** | **Review Date/ Period** |
| **Category of risk/ need: Organisational Risks and Needs** |
| D1: Third Party Safety  |  |  |  |  |
| D2: Similar Incidents  |  |  |  |  |
| D3: Academic Adjustments  |  |  |  |  |
| D4: Planned Communications  |  |  |  |  |
| D5: Social (and other Media) Issues |  |  |  |  |
| D6: Reputational Issues |  |  |  |  |
| Category of risk/ need: Disciplinary/ Criminal Justice Risks and Needs |
| D7: Disciplinary Investigation Issues |  |  |  |  |
| D8: Disciplinary Panel Issues |  |  |  |  |
| D9: Precautionary Action/ Necessary Precautionary Measures |  |  |  |  |
| D10: Legal Risks |  |  |  |  |
| D11: Evidential Risks |  |  |  |  |
| D12: Risks Associated with University Systems/ Processes |  |  |  |  |
| D13: Timeline |  |  |  |  |
| D14: Record Keeping and Information Sharing |  |  |  |  |
| D15: Fitness-to-Practice Issues and Placement |  |  |  |  |
| D16: Criminal Justice System Processes |  |  |  |  |
| D17: Professional Judgement |  |  |  |  |