

## **CAMPUS PRINCIPLES AND CAMPUS EXCLUSION PROCEDURE**

### **1. Preamble**

- 1.1. This document sets out the expectations that the University has concerning the use of and conduct on its Campus and what steps it may take if those expectations are not met.
- 1.2. The University welcomes visitors to its Campus. However, to ensure that the Campus remains a positive and welcoming place for all, the University expects that the Campus Principles (set out below) are followed by everyone who attends the Campus in any capacity, including as a student, member of staff, contractor, supplier, guest or member of the public.
- 1.3. This document also sets out the procedure that the University will normally apply when it is alleged that an individual who is not a student or a member of staff has not acted in accordance with the Campus Principles. Alternative procedures apply to students and staff.
- 1.4. In this document, “the Campus” means any of the University’s privately owned land at Whiteknights, London Road, Greenlands or elsewhere.

### **2. Campus Principles**

- 2.1. The University wants everyone to enjoy its Campus. However, the Campus is the private property of the University and everyone who uses or visits it must adhere to University requirements when attending it or using University facilities.
- 2.2. Everyone attending the Campus is required to:
  - (a) Act lawfully at all times;
  - (b) Adhere to the University’s rules and regulations;
  - (c) Follow instructions given by the University’s staff;
  - (d) Respect all members of the University’s community and other visitors to the Campus;
  - (e) Not discriminate against or harass any member of the University’s community or any other visitor to the Campus;
  - (f) Not engage in unwanted conduct of a sexual nature, including sexual harassment, stalking, or abusive or degrading remarks;
  - (g) Not damage any University property; and
  - (h) Not cause a nuisance (including by creating excessive noise or disturbance).
- 2.3. In addition, everyone attending the Campus must:

2.3.1. **General**

- (a) Keep to the paths when not on foot;
- (b) Keep all children accompanying them under close supervision at all times;
- (c) Keep any animals permitted to attend campus under close supervision at all times;
- (d) Comply with rules around the use of roads on Campus, including following the Highway Code and obeying signage;
- (e) Park only in designated areas where permitted to do so, and not on grass, under trees or on plantings;
- (f) Not leave any litter, light fires or use barbeques;
- (g) Keep away from buildings, research areas and other areas where access is excluded or restricted by fencing; and
- (h) Not engage in fly tipping (including green waste).

2.3.2. **Wildlife**

- (a) Not disturb wildlife, damage or remove planting, pick flowers or climb trees;
- (b) Not remove timber or fire wood, plants, bulbs or plant material;
- (c) Not undertake commercial fungi collection; and
- (d) For bio-security, when visiting the Campus grounds and woods ensure footwear is clean and, where appropriate, treated with suitable biocide if visitors have been walking on other sites that may present a hazard.

2.3.3. **Recreation**

- (a) Not roller-skate, inline skate, skate-board or kite-fly;
- (b) Not use e-scooters;
- (c) Not fly drones;
- (d) Not use the lake for swimming, water sports and activities;
- (e) Not use the Campus for shooting, archery, golf or other projectile sports;
- (f) Not use the Campus for camping or rough sleeping;
- (g) Not hold or attend unauthorised parties or gatherings;
- (h) Not carry out metal detecting, bottle collecting or other activities that result in excavation; and
- (i) Fish only if given appropriate permission by the University to do so.

#### 2.3.4. **Dogs**

- (a) Keep dogs on leads and under control at all times;
- (b) Keep dogs away from sports pitches;
- (c) Take dog fouling away for disposal; and
- (d) Not use the Campus for commercial dog walking.

2.4. In all cases above, the University may give formal written permission for these activities to take place on Campus, for example to student societies.

2.5. The University reserves all rights to its airspace.

2.6. The University reserves the right to prohibit or restrict access to the Campus, or any of the facilities on the Campus, as necessary.

### 3. **Procedure**

3.1. In this section 3, the Designated University Manager shall be the Director of Estates (or his or her nominee) where the complaint relates to the use of the University's estate. In all other cases the matter may instead be considered by an appropriate Dean, Head of School or Head of Function (or their nominee) at the University's discretion.

3.2. In circumstances where the University is able to identify individuals who have breached the Campus Principles, a Designated University Manager shall write a letter to the individual informing them it is alleged that they have breached the Campus Principles, detailing the alleged conduct, and setting out the possible outcomes (including exclusion from Campus). The letter will ask the individual to provide their observations in writing **within 14 calendar days** of the date of the letter.

3.3. The Designated University Manager will consider relevant information provided to him or her concerning the alleged conduct and may, at his or her discretion, gather any further evidence he or she considers is necessary for considering the allegation, giving due regard to the University's legal obligations regarding confidentiality, and will consider the written observations provided by the individual (if any). The Designated University Manager, at his or her discretion, may also invite the individual to a meeting.

3.4. The Designated University Manager will then determine the allegation and, where appropriate to do so, will apply a penalty. Possible outcomes include:

- No further action.
- Issuing a warning as to the individual's future conduct.
- Imposing an order excluding the individual from the Campus (or a part thereof) for a period of time.
- Imposing an order permanently excluding the individual from the Campus (or a part thereof).

- 3.5. The Designated University's Manager will write to the individual as soon as reasonably practicable informing him or her of the decision and any penalty, providing a clear explanation, and informing the individual of their right to appeal. The individual shall be given **7 calendar days** to lodge an appeal against a penalty in writing to the University Secretary. In order to be a valid appeal, it must be based on one of the following grounds.
- The individual can provide new evidence, which was not available at the time the original decision was made, to exonerate him or her from the allegation or mitigate the alleged conduct.
  - The individual can demonstrate a serious procedural failing.
  - The individual can demonstrate clearly that the penalty imposed was irrational.
- 3.6. Any valid appeal by an individual will normally be considered by a University Pro- Vice-Chancellor (or his or her nominee) **within 28 calendar days** of receipt of the individual's appeal. The Pro-Vice-Chancellor (or his or her nominee) will review the original evidence, decision and penalty, and any further information submitted by the individual, and will decide either:
- To uphold the original decision and penalty.
  - To allow the appeal and change the penalty or, if appropriate, decide that no further action should be taken.
- 3.7. The Pro-Vice-Chancellor (or his or her nominee) should write to the individual as soon as reasonably practicable after making the decision informing him or her of the outcome of the appeal. The letter should set out the decision clearly and provide an explanation.
- 3.8. The University's Security Services Manager shall be informed as soon as possible if an individual is temporarily or permanently excluded from the Campus (or part thereof).

#### **4. Confidentiality and Data Protection**

- 4.1. It is the University's aim to deal with matters covered by this procedure sensitively and with due respect for the privacy of any individuals involved. All parties must treat as confidential any information communicated to them in connection with a matter which is subject to this procedure, subject to the need to seek appropriate advice and guidance or to implement any decision made under it. The University will, during or at the conclusion of the procedure, inform such individuals or organisations as it considers necessary, having due regard to all the relevant circumstances.
- 4.2. In cases where the University holds personal data relating to individuals as a result of this procedure, the University will comply with the provisions of the Data Protection Act 2018 ("DPA") and all associated legislation at all times. This includes, but is not limited to, ensuring that any personal data held on such individuals is:
- not excessive but relevant and limited to the purpose for which it is held;
  - held securely (and in accordance with University policies);
  - not shared with third parties (unless this can be lawfully shared in accordance with DPA); and

- not held for any longer than is necessary.

**5. Criminal investigations**

5.1. Where the individual’s conduct is the subject of a criminal investigation, charge or conviction the University will investigate the facts and, where appropriate, seek advice from the Police before deciding whether to take formal action. The University will not usually wait for the outcome of any prosecution before deciding what action, if any, to take. Where the individual is unable or has been advised not to say anything about a pending criminal matter, the University will take a decision based on the available evidence.

| <b>VERSION</b> | <b>SECTION</b> | <b>KEEPER</b>              | <b>REVIEWED</b>   | <b>APPROVING AUTHORITY</b> | <b>APPROVAL DATE</b> | <b>START DATE</b> | <b>NEXT REVIEW</b> |
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| <b>1.0</b>     | Legal Services | Director of Legal Services | Annually          | UEB                        |                      |                   |                    |
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