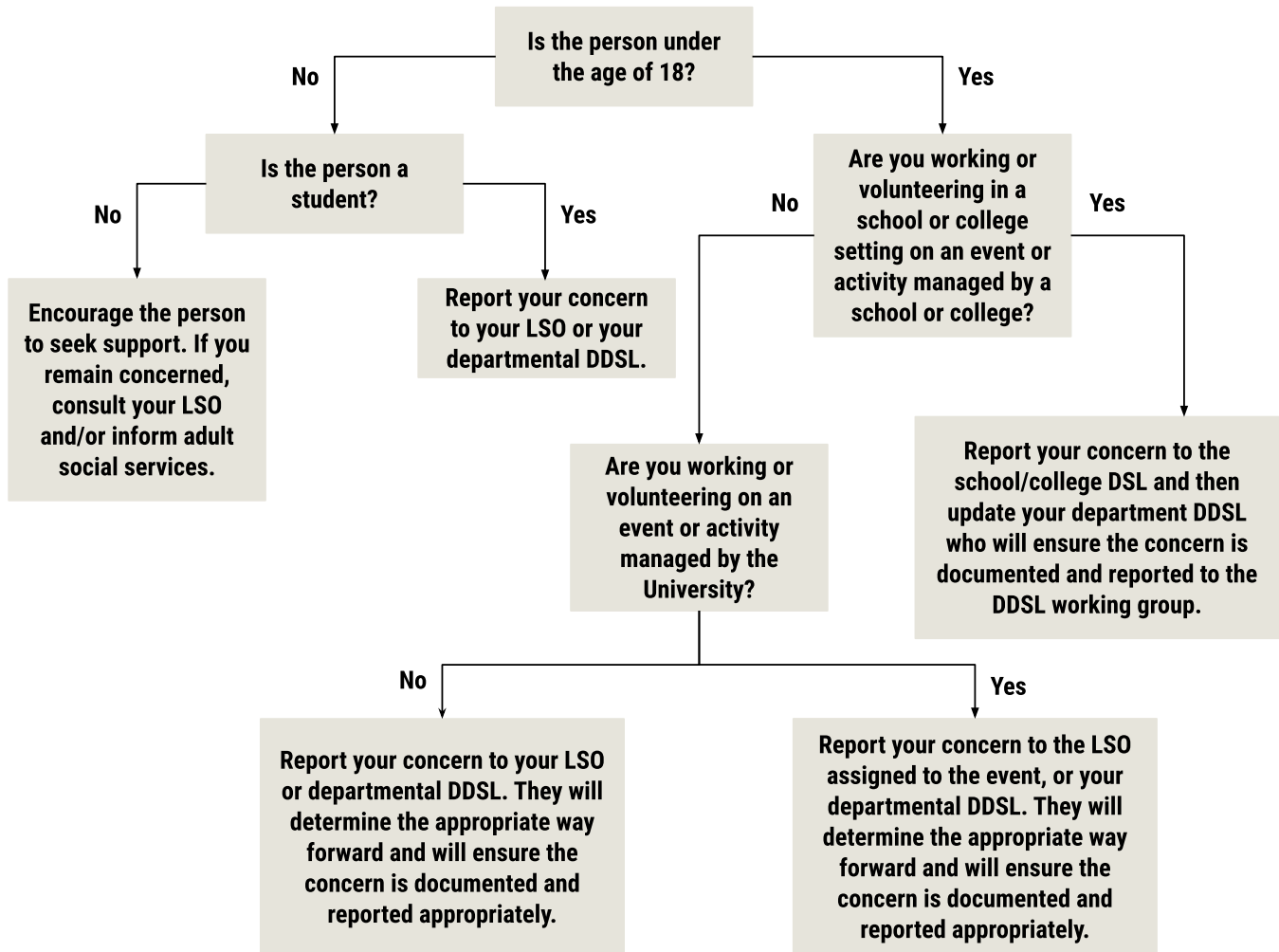


How to report a safeguarding concern



Safeguarding team contact details

Process description

If the person is **over the age of 18 and a student**, report your concern to your LSO or departmental DDSL.

If the person is **over the age of 18 and not a student**, you should encourage the person to seek support. If you remain concerned, consult your LSO and/or inform adult social services.

If the person is **under the age of 18 and you are working or volunteering** in a school or college setting on an event or activity **managed by a school or college**, report your concern to the school/college DSL. Once you've done this, update your department DDSL who will ensure the concern is documented and reported to the DDSL working group.

If the person is **under the age of 18 and you are not working or volunteering in a school or college setting but the activity or event is managed by the University**, report your concern to your LSO/ DDSL. They will determine the appropriate way forward and will ensure the concern is documented and reported appropriately. If you are unsure whether the event or activity is managed by the University, you should still report your concern to the LSO assigned to the event or your departmental DDSL.

- If it's an emergency/out-of-hours and the DDSL cannot be contacted, contact the relevant child or adult social services or police.
- If the immediate safety of a person is at risk, contact the emergency services and inform the DDSL.

How to report a safeguarding concern

Other important information

- Safeguarding trumps data protection/privacy. You do not need to consent to share information about a safeguarding matter.
- Any concerns about abusive behaviour by a member of staff or student against a person under 18 or an adult at risk needs to be reported promptly to a Deputy Designated Safeguarding Lead (DDSL).
- Any staff or student may also report safeguarding concerns to an external body such as Social Services or the police. In such a case, the responsibilities set out in the safeguarding policy still apply.
- It is not the responsibility of staff to investigate, make judgements or provide a response to safeguarding matters. They simply have to follow the reporting procedure if they have concerns.
- The Deputy Designated Safeguarding Lead (DDSL) will take appropriate steps. These may include one or more of the following:
 - Make a referral to the local social services
 - Contact the police
 - Take steps to initiate the appropriate staff or student disciplinary procedure
 - Arrange for the student to be given appropriate support
 - Considered at the DDSL working group
 - For Prevent-related cases, discuss with University Prevent Lead/Head of Prevent Duty Operations