

Safeguarding Policy

1. Introduction

- 1.1 The University is committed to ensuring a safe and supportive environment exists for all staff, students and visitors. The University recognises that there are a number of circumstances in which children, young people and adults at risk will come onto University premises or otherwise have contact with staff, students or contractors.
- 1.2 This Policy sets out the approach to safeguarding children, young people and adults at risk within the University.
- 1.3 The University recognises that the success of the policy will depend on its effective implementation. It will therefore ensure the effective dissemination of this Policy within the University and will provide appropriate training for safeguarding leads, key staff and others as appropriate.

2. Responsibility

- 2.1 Whilst safeguarding is the responsibility of all staff, a specific team are in place for managing the safeguarding of the young and vulnerable.
- 2.2 The Lead Safeguarding Officer has overall accountability for ensuring that the safeguarding policies and procedures are in place.
- 2.3 A team of Designated Safeguarding Officers act as a source of support, advice and expertise in any safeguarding issues. The names and contact details of staff members who are Safeguarding Officers are included at the end of this policy. The team will produce a safeguarding report that will be presented to the Board (via Audit Committee) on an annual basis, as well as regular updates on case numbers throughout the academic year.

3. Definition of the Roles

- 3.1 **Lead Safeguarding Officer (LSO):** The LSO is the Deputy Vice Chancellor who has overall accountability and strategic responsibility for safeguarding children and adults at risk within the University.
- 3.2 **Principal Safeguarding Officers (PSO):** PSOs have responsibility for overseeing the implementation of the safeguarding policy within the University and provide leadership and support to Designated Safeguarding Officers.
- 3.3 **Designated Safeguarding Officers (DSO):** DSOs are officers appointed in Schools and professional service departments where there are programmes or activities where staff and/or students work with children, and adults at risk as part of their roles. A DSO will be appointed to take responsibility for safeguarding within that programme or activity. The DSO will normally be the organiser or coordinator of the programme or activity.

4. Scope of this Policy

- 4.1 This Policy applies to all University activities involving children and young people under

the age of 18 and vulnerable adults. The term “young people” refers to children aged either 16 or 17 years. The term “adult at risk” refers to a person aged 18 or above who is, or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself from significant harm or exploitation. Vulnerable people who may be abused can be older adults who need help from others, adults with a learning disability, adults with physical disabilities, adults with mental health needs and adults who misuse alcohol or drugs.

- 4.2 This Policy applies to all staff and students of the University and to contractors and volunteers engaged by the University who may come into contact with children or vulnerable adults as part of their work. In addition to this, a Clinical Services Safeguarding policy covers the safeguarding remit of all clinical services and is available on the staff portal.
- 4.3 The University recognises that it has certain legal responsibilities and duties to safeguard the welfare of children, young people and adults at risk who come onto its premises or come into contact with its staff or students, including under the Children Acts of 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006, Care Act, 2014, and the Health and Safety at Work Act 1974. Additionally, where University staff may be held to occupy a particular position of trust with regard to children, young people and adults at risk with whom they come into contact, an improper relationship with a child, young person or adult at risk in these circumstances is likely to constitute an abuse of trust offence under the Sexual Offences Act 2003. The University also has certain responsibilities, under the Rehabilitation of Offenders Act 1974, to enquire as to the criminal records history of staff or students to assess any risk to children, young people or vulnerable adults.

5. Areas of Risk

- 5.1 There are a number of activities undertaken or facilitated by the University which bring children, young people or adults at risk into contact with University staff, students, contractors, or onto University premises. The following are identified as activities which present key areas of risk:
- Organised visits and outreach activities on University premises;
 - Outreach activities undertaken in schools and other venues away from University premises;
 - Children of University staff or students brought onto University premises;
 - Young people or adults at risk registered as students of the University;
 - Young people or adults at risk employed by the University;
 - Children or young people carrying out work experience at the University.
 - Children, young people or vulnerable adults who are employed on, participate in or otherwise come into contact with research or research-related activities.
 - Children, young people or vulnerable adults in clinical services

6. Safeguarding Procedures

- 6.1 The University recognises its responsibilities to safeguard the welfare of children, young people and adults at risk for whom it is responsible from time to time, and to work closely with statutory and voluntary local agencies to ensure that children, young people and vulnerable adults are not put at risk of harm or abuse. The University recognises that abuse can take many forms and may include physical, sexual or emotional abuse or may arise through neglect.

- 6.2 The University has developed Safeguarding Procedures (Appendix 1), which sets out the processes by which University staff or students can report concerns about a child's, young person's or adults at risk's welfare within the University. The Safeguarding Procedures also establish key individuals within the University who are responsible for responding to safeguarding concerns and liaising with the appropriate agencies.
- 6.3 These procedures also relate to any concerns staff may have in relation to their obligations under the Prevent duty. In the event that a student appears to be at risk of radicalisation, the University will continue to use the existing robust arrangements for safeguarding and supporting students, as detailed in the [Prevent Policy](#) which can be located on the staff information portal.

7. Guidance Notes

- 7.1 The University has drawn up Guidance Notes for staff and students who come into contact with children, young people or vulnerable adults as part of their work for the University. The Guidance Notes (please see Appendix 3) set out examples of behaviour towards children, young people or adults at risk which may be regarded as appropriate, and that which may be regarded as inappropriate.
- 7.2 The principles in the Guidance Notes are intended not only to safeguard children, young people and adults at risk from harm, but also to ensure that staff or students are not put in a position where their conduct or integrity can be questioned.

8. Safer Recruitment and Disclosure and Barring Service Check (DBS)

- 8.1 The University is committed to safer recruitment practices and plans recruitment processes based on these principles.
- 8.2 The University has a responsibility to take reasonable steps to ensure that its staff, students and contractors do not present a risk of harm to children, young people and adults at risk. Where staff, students or volunteers are likely to have substantial unsupervised contact with children, young people or vulnerable adults the University requires them to disclose any criminal records they may have by undertaking a DBS check.
- 8.3 As a minimum, the University, through the People Department, will undertake a DBS check in respect of posts or roles, which involve regularly caring for, training, supervising or being in sole charge of those aged under 18 or vulnerable adults as defined by the Disclosure & Barring Service regulated activity guidelines.
- 8.4 The University recognises the need to take a proportionate approach to the issue of DBS checks and understands that such sensitive personal information must be treated carefully and confidentially. Criminal records information will be sought on a strictly need-to-know basis, and be assessed in compliance with the Disclosure & Barring Service Guidelines.
- 8.5 For more detail on the University DBS procedure, please see the [DBS Policy Statement](#) and [DBS Procedure](#).

9. Health and Safety

- 9.1 The University tries to ensure that it provides a safe physical working environment for all its staff, students and visitors. However, many of the University buildings will present

additional hazards and risks to children, young people and adults at risk, and it is not possible for the University to guarantee the safety of children, young people and adults at risk in all of its buildings.

- 9.2 Unless they are students of the University or members of staff, or are attending the University on duly authorised visits or activities, children, young people and adults at risk are prohibited from entering laboratories, workshops, technique rooms, Clinic, x-ray, MRI and other areas which present particular hazards or contain fragile or valuable equipment. Those areas which are out of bounds to children should be identified as such but if there is any doubt advice should be sought from the Health, Safety and Wellbeing Advisor. Children remain the responsibility of their parent or guardian while they are on site.

10. Patients

- 10.1 The University provides clinical services to a large number of outpatients each year. In providing this care to the community, the University is involved at times with the care of children and adults at risk who are patients, so as well as this Overarching Safeguarding Policy, the University has a specific safeguarding policy for patients which should be considered in these cases.

11. Research

- 11.1 Safeguarding, in the context of research, refers to the measures taken to ensure that all individuals that are employed on, participate in or otherwise come into contact with the research, do not come to harm as a result of their involvement, or as a result of the project's impact on their lives/communities. This includes anticipating, as far as possible, the potential for harm; taking steps to mitigate the identified harms; and taking appropriate actions to address concerns when they arise. This is managed through the HSU research ethics review process and overseen by the Research Ethics Sub Committee. For further details on how we safeguard vulnerable groups in research, please see the Research Ethics Policy.

12. Students Aged Under 18

- 12.1 Occasionally the University may admit a young person as a student, who in most such cases will not be much younger than the rest of his or her cohort.
- 12.2 The suitability of a person aged under 18 for admission is a matter to be determined by the Registry team, but once admitted as a student, the University has specific responsibilities to safeguard that student's welfare. As a minimum, the University will apply the principles set out in this Policy and consider the necessity of carrying out a risk assessment. Please refer to the [Admission and Support for students entering under the age of 18 policy](#).

13. Safeguarding Arrangements for Children or Vulnerable Adults Who Are Not Students

- 13.1 The safeguarding of children or adults at risk visiting the University or participating in University led activities offsite is the responsibility of the organiser of the activities in which the children or adults are participating. This includes activities such as summer schools, homework clubs and organised visits.
- 13.2 It is the responsibility of the organiser of activities that appropriate staff and volunteers are DBS checked and comprehensive risk assessments are undertaken in relation to

the health, safety and wellbeing of children and young people participating in activities on campus.

13.3 The University recognises the importance of ensuring that parents or guardians are fully aware of the activities and risks that their children may encounter in University activities. Except where the young person concerned is a student or an employee of the University, either parental consent or consent from the school will always be obtained before the University undertakes an organised activity involving children, whether on or away from the campus.

13.4 If an individual is alerted to concerns or receives an allegation of abuse regarding a child or adult at risk participating in University organised activities they should report this immediately to one of the Designated Safeguarding Officers.

13.5 The University cannot accept responsibility for ensuring the welfare of young people under the age of 18 who are present on University premises without its knowledge or consent. The University can only take responsibility for when young people arrive on the University campus until the point when they leave the University premises.

14. Risk Assessments for Organised Activities

14.1 Except as mentioned in paragraph 12.2 below and except where children, are accompanied by their parent or guardian, a risk assessment must be completed by the organisers of any activity specifically intended for children, young people or vulnerable adults and which brings children, young people or adults at risk onto University premises. Once completed, the risk assessment pro forma must be approved by the Health, Safety and Wellbeing Adviser before the activity is undertaken. Guidance on completion of the risk assessment is available from the Health, Safety and Wellbeing Adviser.

14.2 It is expected that for visits by schools where members of staff of that school are in attendance, the school will additionally complete its own risk assessment and take its own safeguarding steps in accordance with local education authority guidelines.

15. Training

15.1 All members of staff of the University who may come into contact with children or young people as part of their work are required to complete the online in-house Safeguarding Module available via our e-learning platform. Wider training will be provided for staff who may come into contact with children and vulnerable adults in University business including clinical work.

16. Students and liaison with emergency contacts or trusted others

16.1 The majority of the students studying at the **University** are classed as adults and therefore, in normal circumstances it is unlikely we would communicate with parents or guardians unless the student has given us permission to do so.

16.2 However, in line with the UUK '[Suicide-safer universities: sharing information with trusted contacts](#)', there may be some extreme circumstances where there is a need to override this.

16.3 This will only be in circumstances where the students is at risk of serious physical, emotional or mental harm and/or needs the care of community care services. Examples may be:

- Where the student has unexpectedly been admitted to hospital for non-routine treatment
- Has suffered a serious physical injury, requiring hospital treatment, including those related to self-harm
- Has an ongoing illness and appears to be significantly deteriorating
- Due to a safeguarding risk, referral has been made to the local authorities

16.4 Students will be asked to confirm their trusted contact at enrolment and re-enrolment each year. Should students wish to update this during the academic year, they should contact Registry. For students using student services this will be reaffirmed at registration and should a suicide risk assessment be required, reviewed regularly in appointments with the wellbeing advisor. This opt in process will be accompanied by a reminder that students should ask for the consent of the person they list, and explain to them what the contact may be used for.

16.5 In non-emergency but critical situations, proactive approaches must be made to engage with the student using all available and reasonable methods of communication prior to contacting the Trusted Contact. Setting clear deadlines for the student to respond is essential in such communications. Template communications will be provided to assist with this.

16.6 In a situation where it is considered contact with a trusted contact is needed, agreement is needed from three or more of the following:

- Deputy Vice Chancellor or in their absence, via escalation to the Vice Chancellor
- Data Protection Officer or in their absence the Data Protection & Cyber Security Compliance Officer
- Head of Student Services or in their absence, Head of People and Development
- Academic Registrar or Deputy Academic Registrar

16.7 There may be situations where a third party (including the Trusted Contact) makes contact with the University. Should such concerns be raised, details of the concern should be noted on the student file and escalated appropriately so decisions can be made on any action needed to keep the student safe.

17. **Links to other University Policies and Procedures**

- [Prevent Policy](#)
- [Health and Safety Policy](#)
- DBS Policy Statement and Procedure
- [IT acceptable use policy](#)
- Clinic and Clinical Services Safeguarding Policy for Children and Adult Patients
- Research Ethics Policy and Procedure
- Research Misconduct Policy and Procedure

18. **Safeguarding roles and responsibilities within HSU University**

Lead Safeguarding Officer (LSO)	Sharon Potter (Deputy Vice-Chancellor) sharon.potter@hsu.ac.uk
Principal Safeguarding Officer (PSO) (Prevent Lead)	John Melia (Academic Registrar) John.Melia@hsu.ac.uk
Deputy Safeguarding Officer (Prevent Lead)	Rhianydd Lewis (Students' Union and Engagement Manager) Rhianydd.lewis@hsu.ac.uk
Principal Safeguarding Officer (PSO) (Student Services)	Lisa Bates (Head of Student and Wellbeing Services) Lisa.bates@hsu.ac.uk
Principal Safeguarding Officer (PSO) (Outreach and Access and Participation)	Jessa Harris (Head of Student Recruitment, Admissions and Outreach) jessa.harris@hsu.ac.uk
Designated Safeguarding Officer (DSO) (Outreach and Access and Participation)	Eleanor Roe (Access and Participation Manager) Eleanor.Roe@hsu.ac.uk
Designated Safeguarding Officer (DSO) (Student Services)	Julie Gill (Student and Wellbeing Manager) Julie.gill@hsu.ac.uk Zoe Fudge (Senior Wellbeing Adviser) Zoe.fudge@hsu.ac.uk Tiffany Moore (Student and Wellbeing Manager – London) Tiffany.moore@hsu.ac.uk
Principal Safeguarding Officer (PSO) (Patients)	Jessica Folley (Clinics Lead) jessica.folley@hsu.ac.uk
Designated Safeguarding Officer (DSO) (Patients - London)	Francesca Wiggins Head of Clinical Practice francesca.wiggins@hsu.ac.uk

**Principal Safeguarding Officer (PSO)
(Research)**

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Approved by:	Policy & Risk Management Group
Originator / Author:	Head of Student Services and Wellbeing
Owner:	Deputy Vice Chancellor
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Target:	All staff working at the University including contractors
Policy location:	Website, Sharepoint
Equality analysis:	No direct impact

Appendix 1 – Safeguarding Procedures

A. Introduction

1. The University recognises that abuse or risk of harm to a child, young person or adult at risk may take many different forms and that individuals may have different perceptions of what constitutes harm or abuse. The University regards harm or abuse of a child, young person or adult at risk as including any physical, sexual or emotional abuse or neglect, bullying, harassment or intimidation.
2. These procedures establish a mechanism by which concerns about a child's, young person's or vulnerable adult's welfare or risk of harm arising within, or in connection with, the University, can be addressed quickly and appropriately.
3. As far as possible, the confidentiality of all individuals involved in protection concerns will be respected. However, there will be circumstances in which it is necessary for the Lead Safeguarding Officer or other University staff, students, contractors or volunteers to share information with third parties such as the local authority, the police or a child's parents or guardians.

Designated Safeguarding Officers

4. The University has designated the Deputy Vice Chancellor as the University Lead Safeguarding Officer. In addition, the University has nominated Safeguarding Officers as shown below:

Lead Safeguarding Officer (LSO)	Sharon Potter (Deputy Vice-Chancellor) sharon.potter@hsu.ac.uk
Principal Safeguarding Officer (PSO) (Prevent Lead)	John Melia (Academic Registrar) John.Melia@hsu.ac.uk
Deputy Safeguarding Officer (Prevent Lead)	Rhianydd Lewis (Students' Union and Engagement Manager) Rhianydd.lewis@hsu.ac.uk
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Principal Safeguarding Officer (PSO) (Outreach and Access and Participation)	Jessa Harris (Head of Student Recruitment, Admissions and Outreach) jessa.harris@hsu.ac.uk
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Designated Safeguarding Officer (DSO) (Student Services)	Julie Gill (Student and Wellbeing Manager) Julie.gill@hsu.ac.uk
	Zoe Fudge (Senior Wellbeing Adviser) Zoe.fudge@hsu.ac.uk
	Tiffany Moore (Student and Wellbeing Manager – London) Tiffany.moore@hsu.ac.uk
Principal Safeguarding Officer (PSO) (Patients)	Jessica Folley (Clinics Lead) jessica.folley@hsu.ac.uk
Designated Safeguarding Officer (DSO) (Patients - London)	Francesca Wiggins Head of Clinical Practice francesca.wiggins@hsu.ac.uk

The Lead Safeguarding Officer has specific responsibility for responding to safeguarding concerns raised within, or in connection with, the University.

5. The appropriate Principal Safeguarding Officer should be the point of contact with regard to referring a child, young person or vulnerable adult if there are concerns about possible abuse. A formal written referral should not delay a verbal discussion so that immediate action can be taken if necessary. However, any referral should be confirmed in writing within 48 hours. In the absence of a Principal Safeguarding Officer, any concerns should be reported to the Lead Safeguarding Officer. The exception to this is clinical safeguarding issues where the referral may need to always be made by the Principal Safeguarding Officer (Patients) to ensure patient confidentiality is not breached.

B. Procedure for Reporting Concerns

1. The University expects all staff, students, contractors and volunteers to be alert to any concerns about the welfare of children, young people and adults at risk, and to report any such concerns they may have, however apparently trivial, to one of the Safeguarding Officers. Staff, students, contractors and volunteers are also expected to co-operate fully with any police or social care enquiries that may arise into an allegation of abuse.
2. The person reporting a concern should make a full note of the facts that gave rise to their concern as soon as is practicable, by completing an online Incident Report Form and should immediately give a copy of this Form to one of the Safeguarding Officers. Should the online form not be available then please document using the hard copy form in appendix 2 and in these circumstances immediately pass a copy to a safeguarding officer.
3. Concerns must be reported as soon as possible and where a child, young person or adult at risk may be at immediate risk of harm or abuse, a Principal Safeguarding Officer must be notified verbally straight away and an Incident Report Form completed as soon as reasonably practicable thereafter.

4. It is the responsibility of the Principal Safeguarding Officer that when notified of a concern to consider the seriousness of the risk or concern and if they deem it appropriate to contact the Police or other appropriate statutory or voluntary agencies. The Principal Safeguarding Officer will keep the Lead Safeguarding Officer informed of all developments.
5. The Principal Safeguarding Officer will be responsible for ensuring the child, young person or adult at risk is in a safe environment until the appropriate local agencies have become involved. Where appropriate the Safeguarding Officer will reassure the child, young person or adult at risk concerned of the process underway, and if appropriate to ascertain any relevant factual information. However, the Safeguarding Officer will only ask questions of the child, young person or vulnerable adult that are necessary to clarify whether the child, young person or adult at risk is alleging that abuse has taken place.

Appendix 2 –Safeguarding Incident Report Form (online version is available and should be completed as a record of the incident)

Safeguarding Incident Report Form

DETAILS OF INCIDENT

Date & time of incident:	
Where the incident occurred:	
Briefly describe the circumstances of the incident (including the names of any parties involved):	

DETAILS OF INJURED PARTY

Full name of injured party:	
Parent / Guardian name & contact number:	
Address:	
Home telephone number:	
Mobile telephone number:	
Gender:	
Date of birth:	
Nature of injury / abuse:	
Comments or explanation given by injured/abused party: (in their own words)	

Name & contact details of any witnesses:	
Initial action taken:	

DETAILS OF PERSON COMPLETING REPORT

Name & contact details:	
Signature:	
Date:	

This form is to be used to capture initial thoughts/recollections only – for all safeguarding incidents the online form should be completed.

Appendix 3 – Guidance Notes

Introduction

The University expects all of its staff, students, contractors and volunteers whilst carrying out their duties on behalf of the University to act in an exemplary manner towards children, young people and adults at risk with whom they come into contact, and to ensure that their behaviour does not give rise, whether rightly or wrongly, to questions about their integrity or to allegations of abuse.

Whilst not representing an exhaustive list, this Guidance sets out general expectations of behaviour in the course of their duties in terms of what may be regarded as appropriate and what may be regarded as inappropriate. University staff, students and contractors are referred to as “University representatives” throughout this Guidance.

University Representatives Should:

- Treat everyone with fairness, equality and respect, and not show favouritism to particular children, young people or adults at risk;
- Be sensitive to an individual’s appearance, race, culture, religious belief, sexuality, gender or disability;
- Act as a good role model and challenge any unacceptable behaviour, comments or language from children, young people, adults at risk or from other University representatives;
- Report all allegations or suspicions of abuse using the Safeguarding Procedures;
- Be aware that physical contact with a child, young person or adults at risk may be misinterpreted;
- Consider whether contact with an individual child, young person or adults at risk should involve a colleague being present;
- Retain a professional approach to children, young people and adults at risk including avoiding physical contact with a child, young person or adult at risk (unless it is reasonably necessary to do so for health or safety reasons, or teaching and learning), and avoiding inappropriate familiarity or making sexually suggestive comments, even in jest;
- Respect a child’s, young person’s and adult at risk’s right to privacy, and in residential accommodation, must not enter a child’s, young person’s or vulnerable adult’s bedroom alone or unaccompanied except in the case of an emergency.

Guidelines on Criminal Records

Assessing Criminal Records History

The University must assess criminal records history within the relevant legal framework and in accordance with sound public law principles of decision-making as set out below. Any decision the University makes on the impact of an individual’s Criminal Records Disclosure should be proportionate, reasonable, within the institution’s powers, and be based on only relevant considerations (and not irrelevant matters). The University will establish a small group, ideally of three people one of whom must be a SMG member to assess the impact of any criminal records that are disclosed using a risk assessment procedure. It is advisable to give the individual an opportunity to make written or oral representations to the decision-maker before the decision is taken, and written reasons for the decision should be provided.

Factors Potentially Relevant To Assessing Risk

Where an individual discloses a criminal offence by way of a Criminal Records Disclosure or otherwise, the University may need to ask for more information from that person, the police or other relevant local agencies in order to assess whether the criminal records history disclosed indicates the individual presents any risk to children or to others.

The University will consider a number of factors in assessing the risk presented by any individual disclosing an offence, including:

- How long ago did the offence take place?
- Is the conviction a one-off or are there several?
- How old was the individual at the time of the offence?
- Is the type of offence relevant to the nature of work or activity which the individual will be undertaking?
- Is the behaviour that constituted the offence a particular cause for concern?
- Were there particular circumstances at the time that led or contributed to the offending?
- What evidence is there of positive change and rehabilitation in the individual's life?
- What is the individual's attitude to the offence – is it one of remorse, and do they take responsibility for the offence and the harm it caused?
- Is the individual barred from working with children and/or vulnerable adults?

Use of Photographs and Video

Staff, students or visitors should not take photographs of children for any purpose or use names or identities in the replication of images without obtaining written permission from a person with parental responsibility for the child.

Where permission is given, the University will only use images for the purposes stated when obtaining permission and where possible will not use precise images. Images and videos should only be taken and stored on devices owned by the University. It is not permitted to take images or videos on personal mobile devices.

Any images involving students should be stored and destroyed securely, in line with data protection guidelines, and should be retained only for as long as their original purpose requires.

Schools must give prior written permission for the use of any photographs or video whilst on their premises.

Community Contact Numbers (for Bournemouth and London Campuses):

Bournemouth & Poole Out of Hours Team	01202 657279
Bournemouth Duty & Assessment Team	01202 458102 cs@bournemouth.gov.uk
Childline	0800 1111
Dorset Adults Safeguarding (Out of Hours)	01202 657279
Dorset Police (Non-Emergency)	01202 222222
Dorset Safeguarding Adults Triage team (during office hours)	01929 557712
Dorset Services (Out of Hours)	01202 657279
Dorset Social Work Service	01202 458102
Hampshire Adult Service	0300 555 1386
Hampshire Childcare and Information Team	0845 6035620
NSPCC Helpline	0808 800 5000
Poole Referral & Assessment Team	01202 735046 childrenandfamilies@poole.gov.uk
Southwark Multi-Agency Safeguarding Hub (MASH)	020 7525 1921 (weekday 9-5) 020 7525 5000 (out of hours) MASH@southwark.gov.uk
Southwark Social Services Children's Service Duty Protection Co-ordinator	020 75253297
Southwark OPPD vulnerable adults	020 75251754 OPPDCcontactteam@southwark.gov.uk
Cheri Fayers, South West Prevent Lead	Cheri.FAYERS@education.gov.uk

If you think a child or adult may be at immediate risk of harm, contact the Police: 999

Appendix 4 – Trusted Contacts checklist

On some occasions it is appropriate to contact a student's Trusted Contact if you have exhausted attempts to contact the student or where there is deemed risk to the student's immediate health or safety.

You must make sure you have considered whether the situation warrants this and obtain authorisation from those designated in the policy before making contact. The checklist and flowchart will guide you through this process and help ensure that all considerations and necessary authorisations are in place before making contact.

Name of Student		
Date of Birth		
Course		
Personal Support Tutor/other involved staff		
Reason for concern: (Please include any evidence you have/are basing decision making on)		
Details of attempts to make contact with the student: (including dates/method)		
When was the student last seen? (Include who by and where)		
Student term time address (plus type of housing if known)		
If in halls – date welfare check requested & outcome		
Student home address & postcode		
Friends/housemates (if known – include details of any contact made)		
Is the student known to Student Services? (If so, when were they last seen)		
Authorisation sought & date	Executive representative	
	Head of Student Services & Wellbeing (or nominee)	
	Academic Registrar	
	Data Protection Officer (or nominee)	
Details of any Trusted Contact discussion (include date and outcome)		
Details of any emergency services referral or contact with outside agencies		

Appendix 5 - Contacting Trusted Contacts Flowchart

