Edge Hill University

Updated April 2025

Start

Notifier
Prevent Concern Arises
This could include:
- Direct observation
- Disclosure from a student or staff member
- Observation by a third party
- Referral from a Public, Statutory, or Regulatory Body (PSRB)

Notifier
Are you raising the concern during the core working day?

No

Notifier
Consider if there is an immediate risk posed, or if the concern can be picked up the next working day.
Can it wait?

Yes

No

Notifier
Completes 'Let us know' Form

or

Notifier
Informs their Local Designated Safeguarding Officer

or

Notifier
Informs Student Wellbeing

Notifier
Informs Campus Support

Campus Support
1) Follow internal process
2) Emergency Services called if required

Campus Support
Include concern or incident on Overnight Report

Designated Safeguarding Officer (DSO)
Is this concern Prevent related?

Yes

No

DSO
Passes all information regarding the concern to the Prevent Lead

Prevent Lead
1) Reviews information
2) Gains other relevant information
3) Invloves HR is a staff member is invloved
4) Identifies whether the concern warrants a Prevent referral and takes appropriate action

Prevent Lead
Is a Prevent referral required?

Yes

No

Prevent Lead makes a referral to the apporpriate organisations and individuals including the Local Council Prevent Team

Prevent Lead requests the appropriate support team(s) make contact with the individual to provide the necessary support/resources

DSO
1) Is informed whether a referral was made
2) Limited information is passed back to person making the referral if possible/ appropriate.

Prevent Lead
1) Complete and accurate records are stored securely.
2) Prevent Lead maintains contact with authorities.

End

DSO
Notifies the Prevent Lead that:
1) a concern has been raised (including a brief description)
2) that it has been deemed not Prevent related
3) that the concern has been referred to Student Wellbeing

DSO
Asks Student Wellbeing to respond

Student Wellbeing
1) Respond
2) Complete and accurate records are stored securely.

End