

Faculty of Education

Process for reporting safeguarding concerns related to children, young people and vulnerable adults

It is the responsibility of everyone to safeguard and protect children (under 16), young people (16-18) and adults (18 onwards) and those at risk of radicalisation. (*Working together to Safeguard Children 2015*)

Recognising Safeguarding issues/concerns through:

- direct observation
- disclosure from a child or vulnerable adult
- observation by a third party

Responding when information has been disclosed to you:

- Stay calm
- Listen carefully and don't interrupt
- Don't interview them or press them for details
- Ask questions only for clarification
- Reassure them
- Clarify that any information you receive must be passed on.

If **non- recent abuse is disclosed** (abuse from the past or information about alleged victims' perpetrators) this should **be acknowledged but not discussed any further**, then communicated to the DSO.

Reporting incidents or disclosed information requires an immediate and professional response. If there is immediate danger to an individual, your priority is to **call 999**.

Reporting when on placement

Please inform: -

- 1) Designated Safeguarding Officer (DSO) at the setting/school/college **before leaving the premises**.
- 2) Senior or Designated Safeguarding Officer in the Faculty of Education (**process below**).

Reporting when at University

Please inform the Senior or Designated Safeguarding Officer in the Faculty of Education (**process below**)

Leon Fraser: Senior Safeguarding Lead

Dawn Hewitson: Designated Safeguarding Officer (DSO)

Email: safeguarding@edgehill.ac.uk

Landline: 01695 5844314

1. Acknowledge the DSO (setting/school/College) has been informed,
 2. Provide an anonymised outline of the incident and your involvement
 3. Detail any next steps requested of yourself at the setting/school/college
 4. Let us know about any support or guidance you might require after the incident or disclosure.
- This might be followed up by via a phone call or face to face meeting.

If you need support outside office hours and the report cannot wait until the next time the office is open, please contact: -

Campus Support – 01695 584227 www.edgehill.ac.uk/studentservices/critical-incident-support/

Once the information has been reported this will conclude your involvement and must not be discussed further unless requested by the setting/college /school or Senior Lead Officer (FoE).