

## 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 2019**)

Underpinning the following process is the FoE's supportive approach 3 R's (**Recognising / Responding / Reporting**).

<p><b>Recognising</b> Safeguarding issues/concerns through:</p> <ul style="list-style-type: none"> <li>▪ direct observation</li> <li>▪ disclosure from a child or vulnerable adult</li> <li>▪ observation by a third party</li> </ul>	
<p><b>Responding</b> when information has been disclosed to you: directly</p> <ul style="list-style-type: none"> <li>▪ Stay calm</li> <li>▪ Listen carefully and don't interrupt</li> <li>▪ Do not interview them or press them for details</li> <li>▪ Ask questions only for clarification</li> <li>▪ Reassure them</li> <li>▪ Clarify that any information you receive must be passed on.</li> <li>▪ 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.</li> </ul>	
<p><b>Reporting</b> incidents or disclosed information requires an immediate and professional approach. If there is immediate danger to an individual, your priority is to <b>call 999</b>.</p>	
<p><u><b>Reporting</b> when on placement</u></p> <p>Please inform both the: -</p> <ol style="list-style-type: none"> <li>1) *Designated Safeguarding Officer (DSO) at the setting/school/college before leaving the premises.</li> <li>2) Senior (SSL) or Designated Safeguarding Officer (DSO) in the Faculty of Education (process below).</li> </ol>	<p><u><b>Reporting</b> when at university</u></p> <p>Please inform the Senior (SSL) or Designated Safeguarding Officer (DSO) in the Faculty of Education using the process below</p>
<p><b>Leon Fraser:</b> Senior Safeguarding Lead (SSL)  <b>Landline:</b> 01695 5844314  <b>Mobile:</b> 07928128791  <b>Email:</b> foesafeguarding@edgehill.ac.uk</p>	<p><b>Kate Burrell:</b> Designated Safeguarding Officer (DSO)  <b>Landline:</b> 01695 650920 Ext: 7920  <b>Email:</b> foesafeguarding@edgehill.ac.uk</p>
<p>When <b>reporting</b> an incident:</p> <ol style="list-style-type: none"> <li>1. Ensure the DSO (of setting/school/College) has been informed if not already involved.</li> <li>2. Provide an anonymised outline of the incident using the online form</li> <li>3. Be aware that the SSL/DSO from FoE will follow up via email / phone call to the setting/school/college.</li> <li>4. In addition, the SSL/DSO from FoE will signpost you to further support if applicable and do let us know about any support or guidance you might require after the incident or disclosure.</li> </ol> <p>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 / Designated safeguarding Officer (FoE).</p>	

\*In certain settings/schools/ colleges a Designated Safeguarding Officer (DSO) could also be known as a Designated Safeguarding Lead (DSL)