



Safeguarding Policy 2020/21

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1. Introduction

- 1.1. The health, safety, and wellbeing of our NMITE community is of paramount importance and is every bodies responsibility to help keep all community members safe. There is no legislation in this area that is directed specifically at NMITE, but the main legislation considered is the Children Act 1989, the



Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. In regard to the Safeguarding of vulnerable adults NMITE have also considered guidance given in the 2014 Care Act, in compliance with the Public Interest Disclosure Act (PIDA) 1998, the Employment Rights Act 1996 and the Enterprise and Regulatory Reform Act 2013.

- 1.2. This policy will be reviewed on an annual basis in accordance with NMITE's Policy Framework, or sooner if required to reflect changes to legislation or local Safeguarding procedures.
- 1.3. In line with the Counter-Terrorism and Security Act 2015, NMITE recognises its responsibility within the Prevent Duty to be aware of and, where appropriate, act to ensure the safety of all students from radicalisation and extremism. NMITE is committed to ensuring safe recruitment and selection of students, staff, and volunteers.
- 1.4. NMITE are committed to working with other education providers, the Herefordshire Safeguarding Adults Board (HSAB) and their guidance, and other health and social care partnerships. NMITE's policies and procedures for Safeguarding are aligned with the West Midlands Adult Safeguarding Policy and Procedures.
- 1.5. Please note: In the instance of an emergency situation which presents an immediate and/or ongoing risk of harm; a student or member of staff should always contact the Emergency Services on 999 to gain immediate assistance and then follow up reporting as detailed in Section 17 of this policy.

2. Scope

- 2.1. All individuals, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or gender identity have the right to equal protection from all types of harm or abuse.
- 2.2. For the purpose of this policies the term 'student' refers to all members of the NMITE community studying within its education programme(s) and experiential learning through outreach activities and is inclusive of all young people and vulnerable adults.
 - i. A vulnerable adult is someone who "is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation". This definition of an Adult covers all people over 18 years of age.
 - ii. A student 'at risk' is one who is at risk of harm or exploitation relating to their physical, mental, psychological wellbeing or potential for being drawn into criminality.
- 2.3. As a start-up organisation, NMITE is not currently normally able to accept applications from under-18s due to staffing requirements; however, it will introduce a risk assessment process for students who are under eighteen at the start of their programme and adopt procedures in line with the



Herefordshire Safeguarding Children Framework in advance of the arrival of any under-18s.

3. Purpose

- 3.1. Our Safeguarding Policy sets out our commitment for keeping all members of our community safe and our procedures clearly state how Safeguarding concerns should be reported. Through publishing this policy, providing information and training, all members of the community are enabled to promote safe practice and in so being create a supportive community that enables students to speak out.
- 3.2. To provide staff, students, and volunteers with guidance on procedures that must be followed to ensure Safeguarding in relation to students, and/or in the event that they suspect a student may be experiencing, or be at risk of, harm.
- 3.3. Section 26 of the Counter-Terrorism and Security Act 2015 places a duty NMITE to have a due regard to the need to prevent people from being drawn into terrorism. All Safeguarding concerns relating to Prevent will be progressed in accordance with [NMITE's Prevent Strategy](#) and also reported to the [Safeguarding Panel – Appendix 1](#).

4. Designated Safeguarding Team (DST)

- 4.1. At NMITE the 'Designated Safeguarding Lead (DSL) is:

Tam Milner – Academic Registrar

Email: tam.milner@nmite.ac.uk

Telephone: 01432 809666

Mobile: 07581 174866

- 4.2. The Academic Registrar is a member of senior staff and holds management responsibility for Safeguarding arrangements at NMITE. This means that the DSL will:
 - i. Implement and promote this Policy,
 - ii. Ensure that the Policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of young people and vulnerable adults,
 - iii. Act as the main contact within NMITE for the protection of all students,
 - iv. Ensure effective implementation of the awareness and CPD requirements detailed within this policy,
 - v. Establish and maintain contact with social services and other relevant agencies on Safeguarding issues on behalf of the organisation,
 - vi. Maintaining confidential records in line with GDPR of relevant cases and action taken.

In the absence of the DSL any member of the Designated Safeguarding Team (DST), known as Designated Safeguarding Officers (DSO) will hold this responsibility.



5. Contacting the Designated Safeguarding Team (DST)

- 5.1. In addition, members of the DST are based in the Student Support Services Office; please visit the Student Support Services office to speak to a member of staff face-to-face between the hours of 9:30am-4:30pm Monday-Friday. We are located at Blackfriars

Alternatively, you can contact the DST by:

Telephone: 01432 804545

Out of hours: 01432 381380

Email: studentsupport@nmite.ac.uk

6. Safeguarding Awareness and Continuing Professional Development

- 6.1 The DSL and all members of the DST as well as members of the Safeguarding Panel and Incident response Team attend Management of Safeguarding Training every two years. It is the DST responsibility to ensure that all awareness and CPD activity detailed below is implemented.
- 6.2 All new staff members receive a Safeguarding Induction within the first week of employment from a member of the DST. The induction includes ensuring new staff are aware of the identity of the DSL and DST and the requirement for staff to sign their understanding of their responsibilities within the policy and procedures.
- 6.3 The DST ensures that up to date information is displayed in prominent positioned throughout the MNITE campus informing all students, staff, and volunteers of the procedures for reporting Safeguarding allegations or concerns.
- 6.4 All staff are required to attend Safeguarding training in line with national and local standards at least once every three years. Training includes as a minimum, identification of [types of abuse – Appendix 2](#), risk factors and reporting procedures. New staff members who are student-facing must have attended this training at the next available scheduled delivery.
- 6.5 All new staff members are required to complete the Home Office online WRAP training within the first month of employment. An alternative method of delivery will be provided to staff that cannot access the online WRAP training.
- 6.6 All staff members are required to attend face to face approved Home Office WRAP training which will be delivered annually and will be attended by all staff.
- 6.7 Volunteers are required to attend a Safeguarding Induction from a DSO; volunteers who are student facing must also attend Safeguarding training in line with national and local standards at least once every three years.



- 6.8 All NMITE staff and students receive an annual mandatory Safeguarding update. Staff or students who are on long term absence leave will receive a briefing on their return to work or studies. Additional Safeguarding updates will be issued in line with changes to legislation, policy and/or procedure.
- 6.9 The Student Support Services Team advise new students of the Safeguarding Policy via the [Student Handbook](#) and as part of their induction.
- 6.10 A representative Safeguarding Panel, which includes student representation meets quarterly to ensure that Safeguarding is embedded within all organisational activities. Members of the Safeguarding Panel are selected based on prior experience and expertise in Safeguarding.
- 6.11 Members of the Safeguarding Panel are representatives on Local Authority and Education Safeguarding Committees; this ensures up to date practice and key locality risks and concerns are known and can be acted upon appropriately. Committees include:
- Herefordshire Safeguarding Committee
 - Herefordshire PREVENT Steering Committee
 - Herefordshire College Safeguarding Committee
- 6.12 A member of the Safeguarding Panel will undertake a biannual Safeguarding audit to assure policy and procedure is embedded throughout the organisation and inform areas for improvement. The Safeguarding Panel will review findings and if required develop an action plan.
- 6.13 A Safeguarding Summit will be held biannually facilitated by an external consultant; to provide independent scrutiny of Safeguarding policy and procedures and inform areas for improvement.

7. Safer Recruitment

- 7.1 Offers of employment to all student-facing posts subject to a DBS check are conditional upon the individual meeting the required standard and failure to do so could result in an immediate withdrawal of the offer of employment.
- 7.2 Failure to disclose or the provision of a false statement of disclosure by a potential employee may result in disciplinary action with a potential sanction up to and including summary (instant) dismissal.
- 7.3 Staff are contractually obliged to notify the NMITE of any post-employment criminal convictions that may impact upon their future employment with NMITE. If the individual is found in breach of this contractual obligation, then disciplinary action may be taken with a potential sanction up to and including summary dismissal.
- 7.4 In a case where the LADO or the Police provides information to NMITE in regard to a criminal conviction or a member of staff being on the barred list, actions will be taken in line with the [Employee Disciplinary Policy](#).



8. Educational and outreach activities with children

- 8.1 The Ingenuity Studio Team is responsible for a range of activities aimed at raising aspirations of young people to engage them with engineering and higher education and working with prospective students. The majority of these activities involve working with young people under the age of 18 and take place at schools, FE colleges, careers and community events and shows. The Ingenuity Studio risk assessment has controls in place to address lone working and Safeguarding.
- 8.2 All staff and volunteers working within the Ingenuity Studio and related activities have Enhanced DBS clearance prior to working unaccompanied in these environments. All academic staff also undertake the Enhanced DBS clearance process upon their arrival at NMITE.

9. External Student Projects and Visits

- 9.1 During their studies students will attend both escorted and unescorted visits to our external partner companies. Risk assessments will be undertaken for all of these visits. All partners involved in providing these opportunities receive the Partner and [Guest Speaker Handbook](#).
- 9.2 The Partner and Guest Speaker Handbook contains information and guidance detailing the Partner organisations duty of care in regard to the Health, Safety and Welfare of students whilst on their premises.
- 9.3 Partners are provided with routes of referral and contact details for the NMITE Designated Safeguarding Lead and the Prevent Officer should they have any concerns in regard to Safeguarding or potential for radicalisation.
- 9.4 The Partner and Guest Speaker Handbook also contains information on the NMITE Student Support Services and contact details for the Head of Student Experience should they have any welfare concerns about the student.
- 9.5 Students are provided with the [Student Handbook for Visits, Challenges and Projects with Partners](#) to clarify the responsibilities and expectation for this type of work.

10. NMITE Student Accommodation

- 10.1 The Safeguarding information for student accommodation will vary according to the site and location of each property and the associated management structures.
- 10.2 Students living in NMITE residential accommodation will be provided with the information and protocols specific to their own residence at the point of signing their accommodation contracts via e-mail or in their preferred format as part of their accommodation welcome pack.

11. Lone working

- 11.1 Lone working is considered to be where a member staff or student carries out a work or study-related activity unaccompanied or without access to another



person for assistance. It could include situations such as: working out of normal hours, working in an isolated location, one-to-one working, off campus activities or travel, driving vehicles or working from home alone. NMITE has in place [Arrangements for Lone Working](#) which is shared with staff and students during induction to the organisation.

12. Transport

- 12.1 Staff should not transport students in their personal vehicles without permission from their Line Manager. In the rare circumstances that this may be authorised; the member of staff must have an Enhanced DBS; they must also have provided to HR a copy of their driving license and insurance documentation to prove they have cover for business use.

13. Access arrangements

- 13.1 Access to sites will require the use of your student ID card which you must always wear while on NMITE premises; you must not loan or give your student ID card to anyone else and must notify Student Support Services immediately if you lose your ID card. studentsupport@nmite.ac.uk

14. Visitors on Campus

- 14.1 Only authorised visitors will be allowed on NMITE premises. Authorised visitors must wear a visitor badge at all times while on NMITE premises. All guests must be and can only be signed in and out by a member of NMITE staff, not by a student (unless with prior written permission from a member of staff). They must be escorted by a member of NMITE staff while on NMITE premises. Further information for students is available in the [Student Handbook](#).

15. Use of IT/Social media

- 15.1 All NMITE students are made aware of the [IT Acceptable Usage Policy](#), [Data Protection Policy](#) and [Student Social Media Guidelines](#) as part of Induction Week and attend a session focused on appropriate use of electronic communication equipment.

16. Information Sharing

- 16.1 Information sharing is an important element of ensuring effective Safeguarding and promoting the welfare of young people and vulnerable adults. Relevant information will be shared with external agencies only in accordance with NMITE policies and procedures and legal compliance. The DST will always work to the Government guidance/legislation:

<https://www.gov.uk/government/publications/Safeguarding-practitioners-information-sharing-advice>

and



https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/711097/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf

16.2 Security of information sharing must always be considered and should be proportionate to the sensitivity of the information and the circumstances.

17. Responding to Safeguarding allegations or concerns

If the allegation or suspicion is about a member of staff or a volunteer refer to the guidance in Section 19 of this policy.

17.1 Any member of staff or volunteer who is informed of any incident or strong suspicion of abuse of a student occurring during their studies at NMITE, or to a student whilst at home or in the community, must report the information the same day to a DSO. The DSO must be informed immediately and kept informed of all actions, decisions, and outcomes. tam.milner@nmite.ac.uk or 07581 174866.

17.2 No member of staff should seek to investigate reports of physical or sexual abuse themselves. Alleged victims, perpetrators, those reporting abuse and others involved should not be questioned by NMITE staff beyond the point at which it is clear that there is an allegation.

17.3 Staff must:

- i. Respond in a calm and neutral manner
- ii. Listen to what the student is saying,
- iii. Limit any questioning to the minimum necessary to seek clarification only,
- iv. Avoiding "leading" the student by making suggestions or asking questions that introduce their own ideas about what may have happened,
- v. Stop asking any more questions as soon as the student has disclosed that he or she believes that something abusive has happened to him or her, or to someone else.
- vi. With the knowledge of the student concerned (and, where appropriate, student consent) refer the matter immediately, with all relevant details, to a DSO.

17.4 Staff members must never give absolute guarantees of confidentiality to students or other staff members who wish to tell them something serious. However, they should guarantee that they will only pass on information to the minimum number of people who must be told in order to ensure that the appropriate action is taken. They should guarantee that they will not tell anyone who does not have a clear "need to know" and that confidentiality will be respected within the designated team.



- 17.5 The informing or disclosing student or staff member should be assured of Safeguarding from any retaliation or unnecessary stress that might be feared after a disclosure of alleged abuse has been made.
- 17.6 NMITE recognise that dealing with Safeguarding disclosures and/or allegations can be very upsetting for some individuals. Members of the DST are available to meet with staff to provide debrief and support, in addition to the range of staff support offered at NMITE.
- 18. Procedures for the Designated Safeguarding Team**
- 18.1 The DSL/O, on receiving an allegation or concern of a Safeguarding nature must:
- i. Meet with the student and seek clarification of the report or disclosure.
 - ii. Take any steps needed to protect any student involved from risk of immediate harm whilst remaining aware of the possibility of forensic evidence.
 - iii. Ask the informing student what steps they would like taken to protect them now that they have made an allegation and assure them that NMITE will aim to follow their wishes.
 - iv. Start a confidential [Safeguarding Incident Report – Appendix 3](#); this timeline of contact and actions will be maintained throughout the reported case.
- 18.2 For all students, if the nature of the allegation or disclosure is that there is potential that a crime has been committed, the DSL/O with relevant consent will either directly or support the student to report this to the Police immediately. The DSL/O will not investigate the allegation further.
- 18.3 If the student is considered a vulnerable adult, a Safeguarding Adults Concern Form (AP1), accessible to the DSL/O from HSAB, will be completed and the DSL/O will refer the matter without delay to the Safeguarding Adults Advice and Referral Team and the Police. In some circumstances an AP1 will be sent to Adult Social Care Team in the student's home area.
- 18.4 The Safeguarding Adults Advice and Referral Team is contactable on:
- 01432 260715 (weekdays 9am-5pm)
- 0330 123 9309 (after 5pm, weekends and public holidays)
- Email: Safeguarding@herefordshire.gov.uk
- 18.5 The DSL/O will follow the advice from the Police and/or Safeguarding Adult Advice and Referral Team on any necessary next steps in relation to:
- i. informing a student's parents/guardians/carers
 - ii. medical examination or treatment of the student
 - iii. immediate Safeguarding measures that may be needed for a student who has been the victim of abuse, a student who has given information about abuse, or a student about whom an allegation has been made
 - iv. referral to other appropriate agencies, for example the Forced Marriages Unit



- 18.6 The DSL/O will inform the student and/or the person who made the initial allegation of what the next steps are to be, having been advised of these by the Police and/or Safeguarding Adult Advice and Referral Team.
- 18.7 The DSL/O will take any necessary steps for the longer-term Safeguarding and support of each student who has made allegations of abuse, or is alleged to have suffered from abuse, taking his or her wishes into account which may include signpost for any student who has been the subject of abuse to relevant counselling and support agencies.
- 18.8 The DST will take any necessary steps in relation to a student who is alleged to have abused another, which may include appropriate measures of protecting and support.
- 18.9 The DST will ensure that the Police are aware if a student they wish to interview is considered a vulnerable adult and therefore would require an appropriate adult present and will ensure the cooperation by NMITE in any subsequent investigation by the Social Services, Police or other relevant agency.

19. Allegations of abuse of students by staff or volunteers

- 19.1 All allegations of abuse of students by staff or volunteers are taken seriously and treated in accordance with the local Safeguarding procedures and national guidance. These procedures are used in respect of all cases in which it is alleged that a member of staff or a volunteer at NMITE has:
- i. behaved in a way that has (or may have) harmed a student or students
 - ii. possibly committed a criminal offence against or related to a student or students, or
 - iii. behaved towards a student or students in a way that indicates they are unsuitable to work with young people or vulnerable groups
- 19.2 If member of staff has suspicions regarding the contact or conduct of another employee or individual engaged on NMITE business with a student, then at the earliest opportunity they should raise this with the DSL/O, who will immediately inform the HR Director.
- 19.3 In cases where the HR Director is the subject of the allegation the DSL/O receiving the allegation must pass on the allegation directly to the CEO.
- 19.4 In cases where a member of the DST is the subject of the allegation any staff member receiving the allegation must pass on the allegation directly to the HR Director.
- 19.5 This is in order that any potential risk can be minimised with immediate effect and to allow an investigation into the allegations to take place.
- 19.6 The member of the DST or HR Manager assigned to oversee the allegations will report without delay to the Safeguarding Adults Advice and Referral team.



- 19.7 The Safeguarding Adults Advice and Referral team will advise on three strands in the consideration of an allegation:
- i. a Police investigation of a possible criminal offence
 - ii. enquiries and assessment by the Safeguarding Adults Advice and Referral team about whether the student is in need of protection
 - iii. consideration of disciplinary action in respect of the individual, which includes guidance for suspending a member of staff/volunteer.
- 19.8 The HR Director, if necessary and following advice from the Safeguarding Adults Advice and Referral team, will suspend from duty, pending investigation, any member of staff who is alleged to have abused a student or students.
- 19.9 The HR department will ensure that the person who is the subject of the allegation is informed of the progress of the case and will ensure that every effort is made to maintain confidentiality and guard against unwanted publicity.
- 19.10 NMITE will ensure that any allegation will be followed through, regardless of whether the subject of the allegation chooses to resign or cease to provide their services. NMITE will not enter into compromise agreements (by which the person agrees to resign, the organisation agrees not to pursue disciplinary action and both parties agree a form of words to be used in a reference) in relation to any allegations of abuse.
- 19.11 NMITE will work under the direction of the Safeguarding Adults Advice and Referral Team and engage fully with strategy discussions and information sharing protocols
- 19.12 If an allegation is substantiated NMITE will ensure that DBS are notified, usually via the Local Authority Designated Officer (LADO).

The Local Authority Designated Officer (LADO) for Herefordshire is Terry Pilliner.

Contact details: 01432 261739.

Or

LADO@herefordshire.gov.uk

20. Dealing with malicious allegations

- 20.1 If the investigation concludes that the person who has been suspended can return to work or studies, NMITE will consider how best to facilitate this, which will include consideration of supportive measure to deal with stress issues.
- 20.2 If an allegation is determined to be false the Safeguarding Adults Advice and Referral Team may refer the matter to the appropriate team to determine whether the person concerned is in need of services or may have been abused by someone else.



20.3 At the conclusion of each case the Safeguarding Panel will consider the lessons of the case and how they should be acted upon.

21. Internal care review

21.1 In all cases where there has been a requirement to make a report to the Polices or referral the LADO or an internal case review will be held. The relevant DSO will provide a full written report to the full DST which will include all activity, decision making rationale and actions as detailed in the Safeguarding Incident Report

21.2 The intended purpose of the case review is to provide a vehicle for reflection, identify good practise provide challenge where required in relation to decision making and to make recommendations for changes to procedure and policy as required.

The outcome and any recommendations will be reported to the Senior Leadership Team.

22. Whistleblowing

22.1 All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the NMITEs Safeguarding Policy or Procedures and know that such concerns will be taken seriously by the organisation. [A Whistleblowing Policy](#) explains the procedure for such concerns to be raised.

22.2 Where a staff member or volunteer feels unable to raise an issue via this procedure or feels that their genuine concerns are not being addressed, they may raise the concern with the Chair of the Board, giving the reasons for dissatisfaction. He/she will respond in writing notifying of his/her acceptance or rejection of the need for further investigation and the reasons for this.



23. Appendix 1 – NMITE Safeguarding Panel

Membership: members of the Safeguarding Panel are selected based on prior experience and expertise in Safeguarding. Staff members will not be approved for membership of the Panel until they have successfully completed the Management of Safeguarding Training.

Academic Registrar (Chair)

Head of Student Experience

HR Director

Ingenuity Studio Lead

Head of Tutoring and Transition

Student Representative

Other colleagues/partners by invitation (as appropriate)

Purpose: is to provide strategic oversight of NMITE's Safeguarding activities, ensuring that the policies, procedures, and risk management demonstrate best practice.

Scope: is inclusive of all members of the NMITE community studying within its education programme(s) and experiential learning through outreach activities.

The Safeguarding Panel has the following responsibilities:

- i. The provision of guidance and support relating to Safeguarding at NMITE,
- ii. To ensure the effective support of staff and volunteers via training and information,
- iii. The development, review, update, and dissemination of the Safeguarding policy associated procedures,
- iv. To respond to changes in legislation, regulation, and guidance from appropriate external agencies,
- v. Liaison with external agencies as appropriate,
- vi. To ensure highest levels of confidentiality while ensuring that information is shared as necessary to safeguard individuals and NMITE's compliance with legislation, regulation, relevant guidance and NMITE's reputation.

Frequency of meetings:

The Safeguarding Panel will normally meet on a quarterly basis, with extraordinary meetings being called as necessary to ensure NMITE can provide the most timely and appropriate responses to identified concerns



24. Appendix 2 – Types of abuse

The main forms of abuse are defined as follows:

Physical abuse - including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions

Psychological and Emotional abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks

Financial and Material abuse - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.

Sexual abuse - including rape and sexual assault or sexual acts to which the Vulnerable Adult has not consented or could not consent or was pressured into consenting.

Neglect and Omission - including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating.

Discriminatory abuse - including abuse based on a person's race, sex, disability, faith, sexual orientation, or age, other forms of harassment, slurs or similar treatment or hate crime/hate incident.

Domestic Abuse – an incident of controlling, coercive or threatening behaviour, violence or abuse between people that are or have been intimate partners or family members. This is regardless of gender or sexuality.

Self-Neglect - This covers a wide range of behavior neglecting to care for one's personal hygiene, health or surroundings and includes behavior such as hoarding.

Sexual Exploitation – Sexual exploitation is a form of sexual abuse where individuals are sexually exploited for money, power, or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, individuals are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection, or status. Sexual exploitation does not always involve physical contact and can happen online.

Modern Slavery – this encompasses slavery, servitude, forced and compulsory labour and human trafficking. Traffickers and slave drivers coerce, deceive and force individuals against their will into a life of abuse, servitude, and inhumane treatment.

Organisational – Neglect and poor professional practice. This may take the form of isolated incidents of poor or unsatisfactory professional practice, at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other. Repeated instances of poor care may be an indication of more serious problems.



25. Appendix 3 – Safeguarding Incident Report

Student Name:			DofB:
NMITE address:			
Person reporting incident			
Name:	Position:	Contact Details:	Date and time of incident (if applicable):
Reason for reporting a concern.			
Is this person or any other person at risk of harm / at risk of harming others / at risk of involvement in extremist activity?			
DSL/O receiving the report:			
Other staff involved:			
Internal Information Sharing – student consent to share? YES/NO			
Who	Date	Time	Method
DS Team			
Personal Tutor			
SLT			
Human Resources			
Other – please specify			
External Information Sharing – student consent to share? YES/NO			
Who	Date	Time	Method
Social Services			
Police			
Medical Services			
LADO			
Parents/Guardians			



Other – please specify			
Initial Information/Contact report (Include details of the incident or concerns, including times, dates, description of any injuries, alleged perpetrator, witnesses)			
Action			
Staff:			Date:
Update/Action			
Staff:			Date:
Update/Action			
Staff:			Date: