Edge Hill University

Updated April 2024

Start

Notifier
Safeguarding Concern Arises
This could include:
- Direct observation
- Disclosure from a child or adult at risk
- 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 a child or adult is at immediate risk, 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 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)
1) Considers referral
2) Does the person identified meet the definition of a child or adult at risk?

Yes

No

DSO
1) Reviews information
2) Gains other relevant information
3) Identifies any immediate risk and takes appropriate action

DSO
1) Discusses case with Senior DSO
2) Involves HR if a staff member is involved

DSO and Senior DSO (plus HR Representative if appropriate)
Take appropriate steps as required, which could include one or more of the following:

- To conduct a formal risk assessment.
- To offer support to the individual via internal services, or refer to external support.
- To consult with internal colleagues (which may include bringing relevant people together for a case conference).
- To liaise with external partners to gain or share information (this could include a placement provider, an apprentice employer, a LADO and/or the DfE Regional Prevent Co-ordinator.
- To contact the Police.
- To make an external referral (this could include a referral to the relevant LADO, the DBS and/or to a Public Statutory or Regulatory Body (PSRB).
- To refer the case to the Prevent Lead for them to make a decision on whether a Prevent referral is required.

DSO
Asks Student Wellbeing to respond

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

End

DSO
Limited information is passed back to person making the referral if possible/appropriate.

DSO and Senior DSO
1) Complete and accurate records are stored securely.
2) DSO maintains contact with authorities.

End