Safeguarding Reporting Process

All safeguarding incidents and concerns should be reported via this link on <u>WU</u> <u>intranet pages</u> noting that if any individual child or adult is perceived to be at risk of immediate harm, the relevant emergency service should be contacted immediately.

Safeguarding Report Flow Chart

Record the name, address, and date of birth of any individuals involved

Your contact details, and your role

What you have been told/observed yourself with dates if possible (distinguishing fact from opinion)



Do you have immediate concerns for the safety/welfare of an individual?

Do you suspect that the individual is at risk of imminent harm?

No

Yes





office hours: Contact the Designated Safeguarding Leads. out of hours: the Police/emergency services/duty teams.



Report to the Safeguarding team as soon as possible via Safeguarding and Prevent pages

What to do if you are approached with a safeguarding disclosure

The following guidance should be followed if a child or vulnerable adult approaches you to disclose a safeguarding concern:

- Be welcoming, it will have taken a lot of courage for whoever is making the disclosure to approach you, and they may not have the courage to do so again
- Find a quiet place where you will not be interrupted leave the door open
- Stay calm and listen carefully
- Make notes using their own words
- Reassure them that they were right to share this information with you let them know that you will need to share the information with other people within the university who will be able to help
- It is not your role to investigate or to provide counselling support
- Contact the Safeguarding team immediately via the Safeguarding referral form

What to do in the event of an emergency safeguarding situation

- Take any reasonable steps to minimise the risk of any ongoing harm, or to ensure the safety of any individual at risk
- Do not take actions that would put your own safety at risk
- If there is an immediate risk of harm/ongoing harm on campus, call Security
- If there is an immediate risk of harm/ongoing harm off campus, contact the police and follow their advice
- Once the incident is under control, ensure it is reported to the Safeguarding team via the Safeguarding referral form

What to do in the event of a non-emergency safeguarding situation

- Record details of the incident, including names of those involved, times and dates
- Notify the Safeguarding team at the earliest opportunity via <u>the Safeguarding referral</u> form
- If you are unsure if the situation is a safeguarding matter, please contact the DSL officer for informal discussion before taking action.

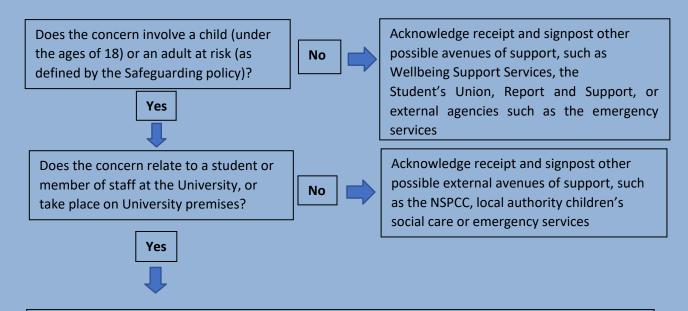
What information should be included in safeguarding reports?

Where possible, the following information should be included in a safeguarding report:

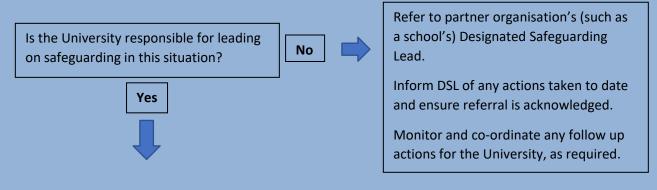
- the name, address and date of birth of any individuals involved
- Your contact details, and your role
- What you have been told/observed yourself with dates if possible (distinguishing fact from opinion)
- Any actions taken so far
- Who has been told, why and when

Safeguarding Referrals for DSL and DSO

In all instances, the University Safeguarding team will inform the Executive Director of Operations (students) and/or Executive Director of Human Resources (Staff). Safeguarding referrals will also be logged and included in the Prevent, Mental Health and Safeguarding report to Safety Health and Environment Committee.



DSL/DSO may request additional details to supplement report if necessary and ensure reporter is kept informed of next steps. The DSL/DSO to seek information from internal and external colleagues (as appropriate) and populated on Target Connect / Case Management iTrent (as appropriate) . Risk assessment then carried out by DSL/DSO.



If the risk assessment is highlighted Red/Amber, then carry out an Initial Review Meeting with panel members, to establish next course of action. Then meet as appropriate, until safeguarding concern is resolved. Updating risk assessment as further information is obtained. Consult or refer to internal and external colleagues (as appropriate), including the Local Authority Designated Officer (LADO) or Adult Social Care Lead.

Act as a central point of contact to co-ordinate with other areas of the University, liaising with Student Records, Human Resources, or academic/professional services departments as required/appropriate. Ensure any follow up actions such as restrictions on activities, additional support or monitoring plans are put in place. Monitor and review the effectiveness of the implementation of the Safeguarding Policy and escalation process in light of this referral and its outcomes, review decisions made, and any lessons learned.

In most cases the DSL will be able to make a judgement on what action needs to be made when a safeguarding concern is registered, however when the time arises and the case is complex or needs further investigation an initial review meeting will need to take place, as stated in the safeguarding referrals procedure.

Initial Review Meeting (Panel)

The IRM will be chaired by the Executive Responsibility for Safeguarding as appropriate (staff/students). The purpose of an IRM is to assess support needs, consider how to protect the interests of all parties and members of the University community who may be affected by the case and to agree next steps:

Panel members may consist of:

- Executive Director for Human Resources Executive Responsibility for Safeguarding
- Executive Director of Operations Executive Responsibility for Safeguarding
- University Solicitor and General Counsel
- DSL (students)
- DSL (staff)
- Director of Strategic Planning and Students Administration

The membership of the IRM will depend upon the nature of the safeguarding incident and wibe determined by the Chair, 50% of the membership should attend, as a minimum.

During the IRM, the members will:

Consider the academic, welfare and support needs of the safeguarding concern and of any other members of the University community directly involved in the Report and identify any actions required to ensure in so far as possible that those needs are met;

- review the risk assessment to determine whether any precautionary measures need to be put in place
- collate information relevant to the safeguarding concern and evaluate actions to betaken.
- action any universities policies that are relevant such as fitness to study or practice.
- attend any external meeting such as Section 5's to determine the course of action.
- Onward referrals to be made as appropriate e.g. Wrexham council

Once the meeting has taken place, a decision should be made of action to be taken and the student of the concern would be notified.

Designated Safeguarding Lead's contact details:

Students Staff

Head of Student Support and Wellbeing Deputy Director of Human Resources

Sally Lambah Danielle Sullivan

<u>sally.lambah@wrexham.ac.uk</u> <u>danielle.sullivan@wrexham.ac.uk</u>

01978 293433 or via Teams 01978 293299 or via Teams

Executive Responsibility for Safeguarding:

Executive Director of Operations Executive Director of Human Resources

Lynda Powell Peter Gibbs

Lynda.powell@wrexham.ac.uk peter.gibbs@wrexham.ac.uk

01978 293221 01978 293405

The Local Safeguarding Children Boards/Social Services can be contacted as follows:

Wrexham

01978 292 039

0345 053 3116 (out of hours)

Denbighshire

0300 4561000: Monday - Friday 9am -

5pm0345 053 3116: Evenings and

weekends

Flintshire

01352 701 000

0345 053 3116 (out of hours)

Anglesey

01248 752 722

01248 353 551 (out of hours)

Gwynedd

01758 704 455

01248 353 551 (out of hours)

Conwy

Social Services: 0300 456 1111 Out of Hours: 01492 515777 Cheshire West and Chester

0300 123 7047 (8.30am – 5pm Monday – Thursday, 8.30am – 4.30pm

Friday)01244 977 277 (Out of hours)

Wirral

0151 606 2008 (open 9.00am-5.00pm)

0151 677 6557

Shropshire

0345 678 9021

0345 6789040 (out of hours)