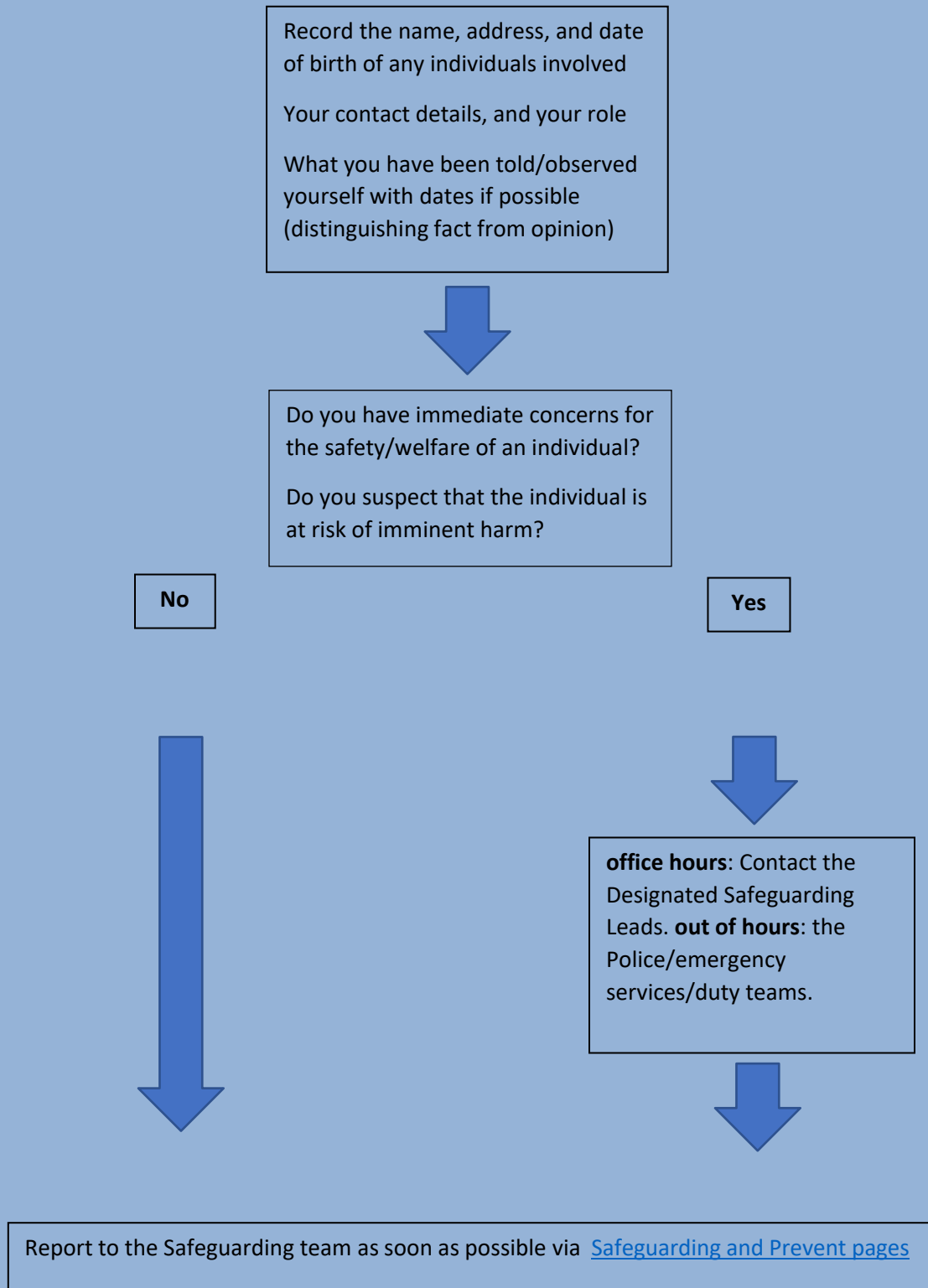


## Safeguarding Reporting Process

All safeguarding incidents and concerns should be reported via this link on [WU intranet pages](#) 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



### **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 [the Safeguarding referral form](#)
- If you are unsure if the situation is a safeguarding matter, please contact the DSL officer for informal discussion before taking action.

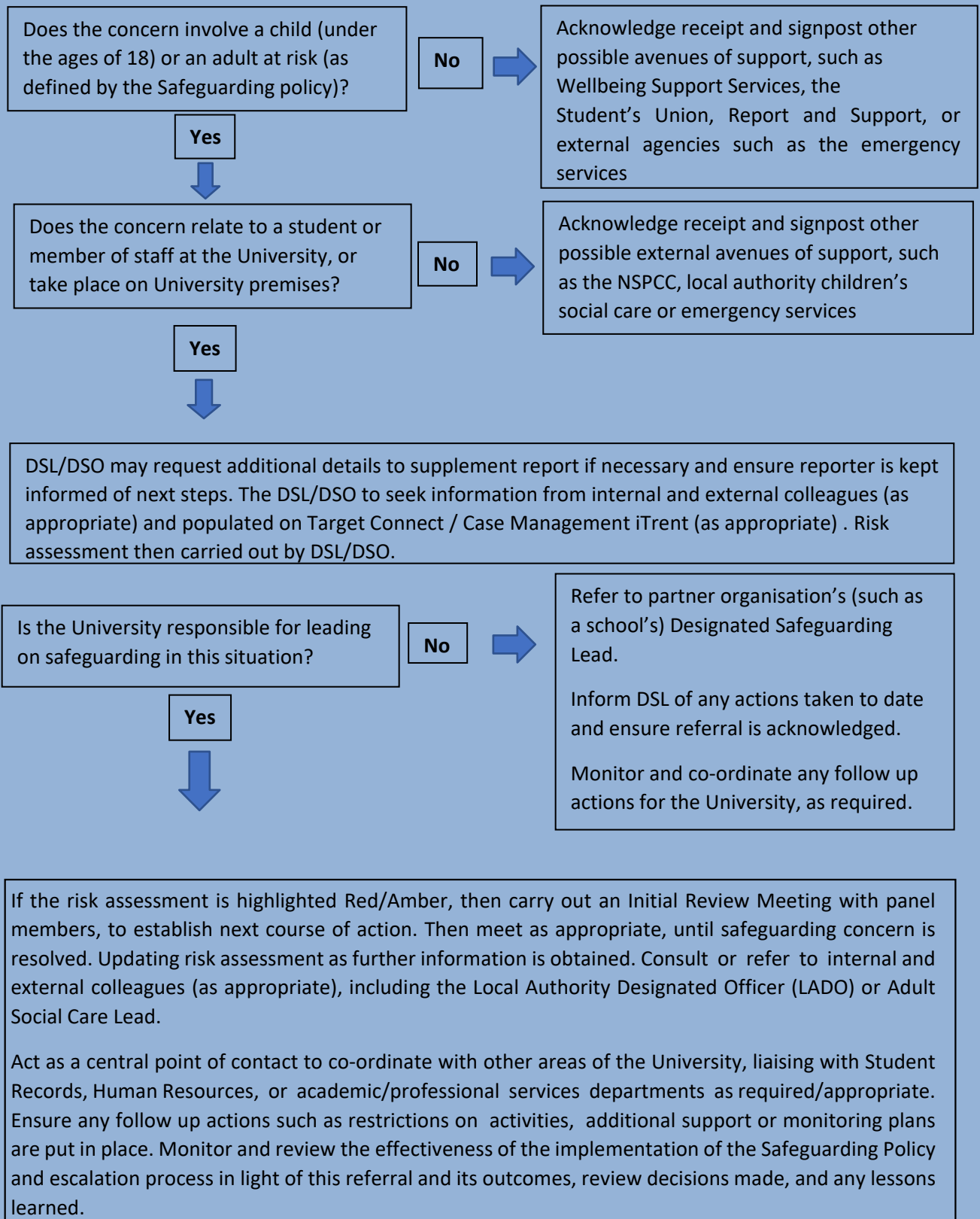
### **What information should be included in safeguarding reports?**

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.



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 will be 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 be taken.
- 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

Head of Student Support and Wellbeing

Sally Lambah

[sally.lambah@wrexham.ac.uk](mailto:sally.lambah@wrexham.ac.uk)

01978 293433 or via Teams

### Staff

Deputy Director of Human Resources

Danielle Sullivan

[danielle.sullivan@wrexham.ac.uk](mailto:danielle.sullivan@wrexham.ac.uk)

01978 293299 or via Teams

## Executive Responsibility for Safeguarding:

Executive Director of Operations

Lynda Powell

[Lynda.powell@wrexham.ac.uk](mailto:Lynda.powell@wrexham.ac.uk)

01978 293221

Executive Director of Human Resources

Peter Gibbs

[peter.gibbs@wrexham.ac.uk](mailto:peter.gibbs@wrexham.ac.uk)

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 -

5pm 0345 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)