

**How to recognise a Safeguarding or Prevent concern:**

Early intervention is key to avoiding a crisis. We have lots of opportunities when we interact with staff and students to spot something is not quite right or something has changed and ask ourselves – is something going on here?

**How to recognise a possible safeguarding/Prevent concern and what to do next:**

A student/Higher Level Apprentice (HLA) or colleague may disclose something directly to you or you may have information given to you about by a third party.

<b>NOTICE</b>	
	Has there been a change in behaviour – have they become more withdrawn or outspoken or are they acting differently?
	Has their appearance changed? Are they better turned out ie new expensive clothes or accessories or are they unkempt, maybe lacking basic personal hygiene etc?
	Do they have new tattoos?
	Has their academic or work performance or attendance dropped off?
	Have they said or written something that has worried you?
	Has someone passed on some information of concern eg another student or a colleague?
<b>CHECK</b>	
	Don't ignore your concerns - you may have vital piece of the jigsaw
	Speak to the individual – let them know you will deal with this on a needs-to- know basis but do not promise confidentiality
	Check with others – this can be done discretely and often anonymously in the first instance
	If you are a member of staff... <b>For a student/HLA you could check eg:</b> <ul style="list-style-type: none"> <li>• The student engagement dashboard</li> <li>• Any departmental at-risk tool in operation</li> <li>• Any previous Tri-Partite Review information (for HLAs)</li> <li>• Any Student Progress Reviews (with PAD)</li> <li>• The absence line</li> <li>• With</li> <li>• student services specialists to see if they are known to them eg disability, mental health team etc.</li> </ul>
<b>SHARE</b>	<b>It may be possible to do this anonymously at first and being mindful of data protection especially around personal sensitive information. Possible contacts could be:</b>
<b>Internally for concerns about a student if you are a member of staff</b>	<ul style="list-style-type: none"> <li>○ Your Line Manager</li> <li>○ Your Programme Lead</li> <li>○ A safeguarding officer see <a href="http://www.cumbria.ac.uk/safeguarding">www.cumbria.ac.uk/safeguarding</a> for details</li> </ul>

	<ul style="list-style-type: none"> <li>○ Student Support Services           <ul style="list-style-type: none"> <li>▪ <a href="mailto:honor.rhodes@cumbria.ac.uk">honor.rhodes@cumbria.ac.uk</a> (Head of Student Support)</li> <li>▪ <a href="mailto:Dave.wilson@cumbria.ac.uk">Dave.wilson@cumbria.ac.uk</a> (Mental Health and Wellbeing Manager) or email <a href="mailto:need2talk@cumbria.ac.uk">need2talk@cumbria.ac.uk</a></li> <li>▪ <a href="mailto:Joanna.smith3@cumbria.ac.uk">Joanna.smith3@cumbria.ac.uk</a> (Disability Services Manager)</li> <li>▪ <a href="mailto:Vanessa.Pattinson@cumbria.ac.uk">Vanessa.Pattinson@cumbria.ac.uk</a> if the student is in University of Cumbria halls</li> </ul> </li> </ul>
<b>Internally for concerns about a staff member</b>	Contact your Line Manager or Human Resources Business Partner if you are a member of staff
<b>If you are a student with concerns about another student:</b>	Contact your Personal Tutor or Programme or one of the safeguarding officers via <a href="http://www.cumbria.ac.uk/safeguarding">www.cumbria.ac.uk/safeguarding</a>
<b>If you are external to the University and have concerns about a student or staff member</b>	Contact the Police or other emergency service if the situation requires an emergency response.
	Contact a University Safeguarding Officer via <a href="http://www.cumbria.ac.uk/safeguarding">www.cumbria.ac.uk/safeguarding</a>
<b>RECORD</b>	
	Make sure you make appropriate professional, objective and factual notes of your concerns and actions. You could consider whether to use a progress review with a student or record on any programme risk register.
<b>REPORT</b>	Link to Reporting Safeguarding/Prevent Concerns Flow chart and link