

What to do if you are a member of UoC staff and you are contacted by an external agency regarding a safeguarding issue?

If an external agency such as NHS Safeguarding Leads, Local Authority Designated Officers for Allegations (LADOs) from Adult or Children's Services, the Police including Public Protection Units, etc. approach the University to seek or share information:

Please ask them to contact the **Lead Safeguarding Officer**, available in the **Contact a member of staff** section at: www.cumbria.ac.uk/safeguarding

If the information they are seeking is a matter life and death they would have a legal basis for us to share immediately, but it is preferable they complete their formal Data Protection request paperwork outlining said legal basis.

If you have had to share information in a crisis situation, please make a note of the person's name, contact details and agency you have shared with, along with an outline of what has been disclosed and then immediately contact the Lead Safeguarding Officer.