

How to recognise a Safeguarding or Prevent concern

Always contact the Police or emergency services immediately if there is an urgent risk of harm

If in doubt, report the concern and seek advice

Why Early Intervention Matters

Early intervention is key to preventing situations from escalating into a crisis. Through our day-to-day interactions with students, Higher Level Apprentices (HLAs), and colleagues, we are often well placed to notice when something has changed or does not seem quite right.

Ask yourself: "Could something be going on here?"

1. NOTICE

- Has the individual become more withdrawn, isolated, anxious, or unusually outspoken?
- Are they behaving differently from their usual self?
- Have there been significant changes in their mood or interactions with others?
- Have they suddenly acquired expensive clothing, jewellery, or accessories?
- Do they appear unkempt or show signs of neglecting personal hygiene?
- Have they acquired new tattoos or markings that raise concern?
- Has attendance dropped?
- Has there been a decline in academic or work performance?
- Are they disengaging from studies, work, or social activities?
- Have they said, written, posted, or shared something that has worried you?
- Has another person shared information that causes concern?

2. CHECK

- Speak to the individual sensitively where appropriate.
- Explain that information will be handled on a need-to-know basis.
- Do not promise confidentiality.
- Review relevant records, attendance, progress reviews, and support information where appropriate.

3. SHARE

- Discuss concerns with your Line Manager or Programme Lead.
- Report safeguarding or Prevent concerns via the Student Enquiry Point.
- Use You Report, We Support for bullying, harassment, discrimination or sexual misconduct concerns.
- Students should contact their Personal Tutor, Programme Team, or the Safeguarding Team.

4. RECORD

- Record observations and concerns.
- Record what was said and by whom.
- Record actions taken and advice received.
- Use approved University recording systems.

5. REPORT

If you are concerned about a student

- **Report a safeguarding or Prevent concern** to the University Safeguarding Team via the Student Enquiry Point at [Student Enquiry Point | Student Enquiry Point](#)
- **Report bullying, harassment, discrimination or sexual misconduct** through **You Report, We Support**: [University of Cumbria You Report, We Support | Student Enquiry Point](#)

If your concern relates to a staff member

- Report your concerns via the confidential reporting tool [Confidential Reporting](#) All reports will be received by the People & Culture Management Team.