

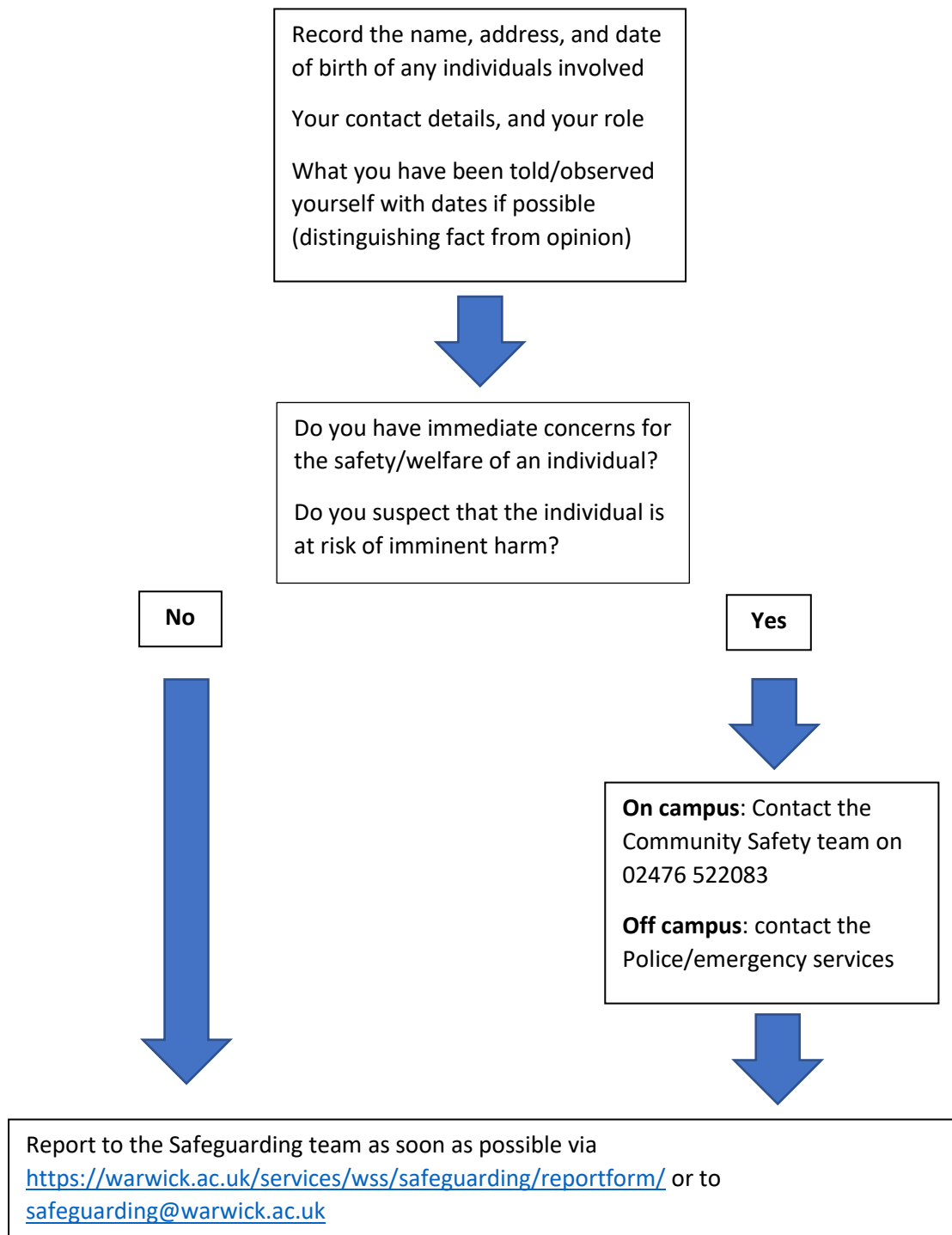
## Safeguarding Reporting Process

In most eventualities, Safeguarding risk assessments will help to mitigate the risk of a safeguarding incident occurring and will provide useful guidance on steps to take should incidents arise. All safeguarding incidents and concerns should be reported via

<https://warwick.ac.uk/services/wss/safeguarding/reportform/> or to [safeguarding@warwick.ac.uk](mailto:safeguarding@warwick.ac.uk).

For immediate advice and support out of hours, please contact the Community Safety team on 02476 522083, noting that if any individual child or adult is perceived to be at risk of immediate harm off campus, the relevant emergency service should be contacted.

## **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 <https://warwick.ac.uk/services/wss/safeguarding/reportform/> or [safeguarding@warwick.ac.uk](mailto:safeguarding@warwick.ac.uk)

## **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, contact the Community Safety team on 02476 522083
- 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 <https://warwick.ac.uk/services/wss/safeguarding/reportform/> or to [safeguarding@warwick.ac.uk](mailto:safeguarding@warwick.ac.uk)

## **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 <https://warwick.ac.uk/services/wss/safeguarding/reportform/> or to [safeguarding@warwick.ac.uk](mailto:safeguarding@warwick.ac.uk)

## **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

In all instances, the University Safeguarding team will inform the Director of Operations and Community Wellbeing. Safeguarding referrals will also be logged and included in the annual Safeguarding report to the Audit and Risk Committee.

