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**Harper Adams
University**

What to do in an Emergency

Reporting an incident, disclosure or concern relating to the safeguarding of children or adults at risk

For immediate advice and support or if any child or adult is perceived to be at serious risk of immediate harm

2. Scope

This policy applies to all university staff, students, apprentice learners, visitors, and contractors involved in activities that may bring them into contact with children or adults at risk. It is applicable to all university activities, including research and apprenticeships.

In a placement or work-based learning environment (such as a professional or clinical settings), safeguarding concerns should be reported to the appropriate Safeguarding Lead at the external organisation. If this would not be appropriate, or if you do not feel you have received an appropriate response, please also engage with a member of the University Safeguarding Team.

3. Definitions

Children: Individuals under the age of 18;

Adults at Risk: Individuals aged 18 or over who may require community care services and are unable to protect themselves from significant harm or exploitation;

University Activities: This includes organized school/college visits, workshops, summer schools, events organized by third parties using university facilities, and individuals studying, working, or doing work experience at the university

4. Purpose

This Policy is adopted by HAU to:

- Ensure compliance with legislation and guidance;
- Create a secure and respectful environment;
- Enable individuals to confidently report concerns;
- Raise awareness and report cases of abuse, harm, and neglect;
- Provide a consistent framework for staff;
- Monitor and support at-risk individuals;

8. Referrals

All incidents of alleged misconduct will be taken seriously and responded to in accordance with the relevant policy. For matters relating to staff, information will also be recorded with the Human Resources Team.

9. GDPR and Data Protection

Information related to safeguarding will only be shared as necessary to ensure the safety and wellbeing of individuals and may involve third-party agencies. GDPR and DPA provisions will be followed when sharing data.

10. Making a Referral

The process for making a safeguarding referral is outlined in Appendix A, which addresses concerns related to children, adults at risk, consent, and welfare concerns

11.

All members of the University community should adhere to the Respect Policy and ensure appropriate behaviour when working with children or adults at risk.

12. Monitoring

The Office of the Pro-Vice Chancellor for Education & Students will maintain a Safeguarding Register. The University Safeguarding Team will regularly review this policy to ensure compliance with legislation, Government codes of practice, and best practice.

13. Related Policies

This policy should be read in conjunction with related policies and procedures, as outlined below:

- Recruitment Policy, including processes for DBS checks and references, and recruitment of ex-offenders
- Disciplinary Policy
- Fair Treatment Policy
- Whistleblowing Procedure
- Health & Wellbeing Policy
- Prevent Policy
- Respect and EDI Action Plans
- Equal Opportunities Policy
- Consensual Relationships Policy
- Freedom of Speech Policy
- Risk Assessment Template

14. Further Information and Support

Contact information for relevant services and agencies is provided for reference:

Out-of-hours Support: +44 7980 061 128

[Incident Reporting Form](#)

In an emergency, or where there is threat of immediate danger, always dial 999

Family Connect: +44(0)1952 385 385 (option 3)

West Mercia Police (non-emergency number) 101

NSPCC Helpline: +44 808 800 5000

ChildLine: +44 0800 1111

If you are a student on placement or apprenticeship learner, please contact Student Services for contact details of the relevant support service in your locality. For members of staff

supporting students on placement, please speak to either Student Services or Human Resources who will be able to signpost you to the relevant support. For members of staff supporting apprenticeship learners please speak to the Apprenticeship Team or Student Services, who will be able to signpost you to the relevant support.

Appendix A: Process for Reporting a Safeguarding (or Prevent) Concern:

Appendix B: Disclosure Form (for completion by DSO):

Designated Safeguarding Officers handling reports, or concerns, of a Safeguarding or Prevent nature should complete this form at the earliest opportunity after the disclosure and follow the reporting flow chart. The reporting party should be made aware of the Safeguarding Policy and where appropriate, offered further support (e.g. Employee Assistance Programme, Wellbeing Team, etc.)

1.	Name and contact details of DSO handling initial report:	
2.	Name and role of reporting individual:	
3.	Date and Time of Report:	
4.	Date and Time of Incident or Concern:	
5.	Name of individual at risk (and ID number if a student):	
6.	(and if appropriate):	
7.	Date of Birth of individual at risk, if known:	
8.	How does the individual at risk identify?	Male Female Transgender Prefer not to say or unknown
9.	University:	Student Staff Visitor

13.	Nature of concern:	
14.	Additional information, key words or comments provided by reporting party or individual at risk:	
15.	Further Referrals (always refer to Telford & Wrekin MASH even if the incident or concern relates to another area):	Family Connect (01952 385385 / 3) Emergency Duty Team (01952 676500) West Mercia Police (101) Lead DSO (copy of report) Head of HR (if staff involved) Strategic Lead for Safeguarding (if staff) Strategic Lead for Prevent (if appropriate)
16.	Additional Notes	
17.	DSO Signature and Date:	

