

APPENDIX 6
Procedure for reporting allegations/disclosures of abuse

1. On receiving a report of concern with regard to safeguarding in relation to a child or an adult in vulnerable circumstances the University Safeguarding Officer (USO) will discuss the matter with the referrer to gather as much information as possible and to establish the likely safeguarding risk.
2. Where there are immediate issues of protection the DSO / USO will refer the matter on to the appropriate social services office.
 - 2.1. For Leeds Child safeguarding this will be;
 - 2.1.1. Between 9am and 5pm 01132224403;
 - 2.1.2. Outside of those hours the Emergency Duty Team on 0113240 9536.
 - 2.2. For Leeds Adult safeguarding this will be;
 - 2.2.1. Between 9am and 5pm 0113222401;
 - 2.2.2. Outside of those hours the Emergency Duty Team on 0113240 9536.
3. Where there is immediate risk to either a child or an adult the DSO / USO will refer the matter on to the Police on 999.
4. All referrals will be confirmed in writing by the DSO / USO or the delegated person within two working days.
5. Where there are concerns but insufficient material for an immediate referral and further advice needs to be sought the USO will contact either a senior safeguarding worker in the local social services department and/or the local police safeguarding unit or the local Leeds helplines:
 - 5.1. For the Police 101;
 - 5.2. For Adults Social Services; Safeguarding Adults Partnership Advice Line 0113 224 3511;
 - 5.3. For children Social Services; the Duty and Advice Line 01133760336.
6. Where the issues raised are insufficient to raise a safeguarding issue for either a child or an adult in vulnerable circumstances but issues of support and / or monitoring are raised the DSO / USO may meet with the relevant people to discuss how to address the concerns / monitoring requirements.

7. It is a principle of all of the above procedures that wherever possible the child or adult and any responsible adult attached to the person(s) about whom there are issues to address, should be involved in the discussion and decision making processes that may take place. However it is recognised that there may be situations where the university has to take action without such involvement for the purposes of safeguarding the adult or child.
8. The guidance on which the above processes are based can be found at;

For Adults;

The Government Care Act

<https://www.leeds.gov.uk/one-minute-guides/care-act>

West Yorkshire Safeguarding Adults policy and procedure;

<https://wynny-wakefield.trixonline.co.uk/chapter/stage-1-reporting-a-concern>

For Children;

The Children Act 1989;

<https://www.legislation.gov.uk/ukpga/1989/41/contents>

Working Together to Safeguard Children 2018

https://library.college.police.uk/docs/working_together_to_safeguard_children_2018.pdf