

The University of Sheffield Process for Raising Concerns – Further Information

Concerns might be expressed by anyone, including:

- Staff in academic departments
- Students
- Staff in accommodation
- Staff in central services such as library, catering outlets, study skills centre etc.
- Members of the public
- External agencies e.g. police, probation service, mental health services
- Landlords
- Family/friends
- Communications staff
- Staff providing student support in central areas, such as front-line information desk, welfare and guidance, Union advice centre, counselling, chaplaincy, disability, security, etc.

General guidance recommends raising concerns about students with:

- Line manager/supervisor
- Front line information desk for referral/signposting
- Welfare staff in academic departments
- Specific service
- Mental health support procedure/group
- Welfare and Guidance
- Prevent Lead (if concern is Prevent related)

Refer on to Welfare and
Guidance/Prevent Lead

Students of concern:

Once concerns are raised it may be that resolution or progression cannot be achieved within one team or where information is incomplete. In such cases, there are existing structures to share information, join up support, and establish responsibilities and boundaries. This might involve welfare and guidance staff co-ordinating matters from their desk or could lead to involvement of:

- The mental health support group and/or
- Case conference and/or
- Safeguarding Panel

Specific Prevent Concerns to be led by Prevent Lead and to include discussions with:

- Police Prevent Contact, if there appear to be Prevent-related concerns
- University colleagues in department, chaplaincy (if appropriate), residences (if appropriate) etc.
- Adult Safeguarding Lead in the City Council (if appropriate)

The University of Sheffield Process for Raising Concerns – Further Information

Where Channel referral appears appropriate (i.e. recommended or required by police or City Council's Adult Safeguarding Lead or other appropriate agency):

- University's Safeguarding Board to be informed and to be invited to advise from outset
- Council Adult Safeguarding Lead to be invited to the meeting (or online discussion if time doesn't permit face-to-face) with University's Safeguarding Panel. (This stage might include others from the University, in line with other meetings of concern – e.g. mental health staff, academic colleague)
- Contribution as appropriate to Channel Panel and to supporting student further

Prevent Lead to record cases of concern and report to Prevent Working Group:

- Numbers of cases received
- Numbers of cases that are viewed as Prevent-related (by Safeguarding Panel and external partners) – i.e. referred