



Responding to a Student Safeguarding Concern: A Framework for Action

Version 1.0

The response to a safeguarding concern will vary depending on its nature. How we respond to concern, will depend on the type of situation and how severe the risk of harm is. It will also depend on whether the behaviour being disclosed was from another student or staff member of FSB.

While the principles in section 4.3 of the Student Safeguarding Policy should always be followed, the table below provides a framework for specific scenarios. It outlines the immediate response required, the internal escalation path, and potential external referrals.

To Note:

- Disclosures should be treated sensitively, and you should always try to obtain a student's consent for their personal information to be shared (however if there is immediate risk to life or serious harm, we may need to act straight away).
- The person disclosing should be offered a private and safe space in which to make their disclosure (this could be quiet place on campus, or any vacant area with privacy).
- The aim is to provide students with guidance so they can make an informed choice as to the course of action that is right for them.
- In cases where there is an immediate risk to life or serious harm, consent does not need to be obtained in order to take action, although it is best practice to try to obtain consent if you are able.
- In cases of domestic abuse, the police **should not** be contacted without consent, due to the potential for harmful consequences, even if it is suspected that there is a risk to life or serious harm. This is **unless** it is known that there is a child/minor (under 18) who has suffered directly from the abuse.

Please note this framework is applicable where the wellbeing of a student is at risk; where there is a concern about a staff member's wellbeing, this should be referred to the HR team.

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The following abbreviations are used:

- **DSO:** Refers to **Designated Safeguarding Officers** located at each campus, who coordinate responses to disclosures with the DSL and campus Dean; the DSL will be the point of contact with the discloser.
- **DSL:** Refers to the **Designated Safeguarding Lead**, within FSB’s central management team, overseeing referral and escalation procedures, and reporting to the FSB governing body. The DSL is the institutional contact for partnerships and external regulatory bodies in relation to safeguarding.

Concern / Scenario	Immediate Response (By the person receiving the disclosure)	Internal Escalation & Reporting	Potential action to take and Support to be Provided	Potential External Action / Referral
Immediate risk to life or serious harm <i>(e.g., threat to harm self/others, credible terror threat, immediate risk to a child)</i>	<ul style="list-style-type: none"> ● Call 999 immediately. ● Stay with the person if it is safe to do so. ● Alert campus security. 	<ul style="list-style-type: none"> ● Inform immediately: Campus DSO, Campus Dean, and DSL. ● DSO completes the Safeguarding Disclosure Record with person receiving disclosure and records the incident in their Safeguarding Log. ● Campus security completes an incident log if someone has been physically hurt. 	<ul style="list-style-type: none"> ● The person who received the disclosure or Campus DSO to follow-up on student's welfare the next day. ● Potentially requires a Fitness to Study process. ● Depending on situation, may need a Student Discipline Procedure. 	<ul style="list-style-type: none"> ● Emergency Services (Police/Ambulance). ● Provide details on national and local mental health organisations and charities. ● See below if related to our <u>Prevent Duty</u>.
Disclosure of Sexual Assault or Misconduct (by someone outside of FSB)	<ul style="list-style-type: none"> ● Listen without judgement and believe them. ● Do not investigate ● Explain options for support and reporting (both internal and to the police) without pressure. 	<ul style="list-style-type: none"> ● Report to the Campus DSO. ● DSO completes the Safeguarding Disclosure Record with person receiving disclosure and records the incident in their Safeguarding Log. 	<ul style="list-style-type: none"> ● Assess immediate safety e.g. to their home environment or to travelling home. ● If Campus Dean and DSL agree, Suggest referral to Student Welfare Adviser 	<ul style="list-style-type: none"> ● Signpost to a Sexual Assault Referral Centre (SARC) for specialist support. ● Support the student in reporting to the police, if that is their choice. ● Signpost to other charities and organisations.

Concern / Scenario	Immediate Response (By the person receiving the disclosure)	Internal Escalation & Reporting	Potential action to take and Support to be Provided	Potential External Action / Referral
Disclosure of Sexual Assault or Misconduct (by another student)	<ul style="list-style-type: none"> Assess immediate safety e.g. take to a quiet place on campus. Listen without judgement and believe them. Do not investigate Explain options for support and reporting (both internal and to the police). 	<ul style="list-style-type: none"> Report to the Campus DSO. The DSO will inform the Campus Dean and DSL to coordinate a response DSO completes the Safeguarding Disclosure Record with person receiving disclosure and records the incident in their Safeguarding Log. 	<ul style="list-style-type: none"> Campus Dean to lead investigation in accordance with the Student Disciplinary Procedures If Campus Dean and DSL agree, suggest referral to Student Welfare Adviser. Other student(s) may need a Student Discipline Procedure. 	<ul style="list-style-type: none"> Signpost to a Sexual Assault Referral Centre (SARC) for specialist support. Support the student in reporting to the police, if that is their choice. Signpost to other charities and organisations.
Concern about Radicalisation (Prevent Duty)	<ul style="list-style-type: none"> Listen, but do not investigate or challenge extremist views at this stage. 	<ul style="list-style-type: none"> Inform immediately: Campus DSO, Campus Dean, and DSL. DSO completes the Safeguarding Disclosure Record with person receiving disclosure and records the incident in their Safeguarding Log. 	<ul style="list-style-type: none"> If immediate risk to self or others, see above section. Discuss with student to see how deeply held the beliefs are. Decide if remedial support can be managed in-house. 	<ul style="list-style-type: none"> The DSL will liaise with regional Prevent Coordinators for advice or to make a formal CHANNEL referral if deemed necessary.

Concern / Scenario	Immediate Response (By the person receiving the disclosure)	Internal Escalation & Reporting	Potential action to take and Support to be Provided	Potential External Action / Referral
Allegation or Concern About a Staff Member	<ul style="list-style-type: none"> Listen carefully and reassure the student they have done the right thing. 	<ul style="list-style-type: none"> Report to the Campus DSO, who will immediately escalate to the Campus Dean, and the Head of HR; the DSL should be informed. DSO completes the Safeguarding Disclosure Record with person receiving disclosure and records the incident in their Safeguarding Log. 	<ul style="list-style-type: none"> Assess immediate safety of student e.g. take to a quiet place on campus. Campus Dean and HR to lead on investigation in accordance with the HR Disciplinary Procedures. If Campus Dean and DSL agree, Suggest referral to Student Welfare Adviser. 	<ul style="list-style-type: none"> Action will be coordinated by the Campus Dean, and HR. This may involve the police or the Disclosure and Barring Service (DBS).
Serious Welfare Concern (e.g., homelessness, domestic abuse, substance misuse)	<ul style="list-style-type: none"> Listen empathetically and assess their immediate needs. Signpost to internal support (Campus DSO and/or Student Support and Welfare Services). 	<ul style="list-style-type: none"> Report the concern to the Campus DSO. DSO completes the Safeguarding Disclosure Record with person receiving disclosure and records the incident in their Safeguarding Log. DSO may escalate to the DSL if the risk is complex or high. 	<ul style="list-style-type: none"> DSL may assess immediate safety of student e.g. if they have a safe environment to go home to, or if they need medical treatment. DSL may assess if there is any potential risk to children in their care. If Campus Dean and DSL agree, suggest referral to Student Welfare Adviser. 	<ul style="list-style-type: none"> With student consent, signpost specialist external agencies (e.g., Shelter, Refuge, local drug & alcohol services). Support the student in reporting to the police, if a crime has committed (e.g. domestic abuse) if that is their choice. Support the student with contacting medical assistance if required.

Concern / Scenario	Immediate Response (By the person receiving the disclosure)	Internal Escalation & Reporting	Potential action to take and Support to be Provided	Potential External Action / Referral
Significant Mental Health Distress <i>(Non-immediate risk, e.g., severe anxiety, depression, eating disorder)</i>	<ul style="list-style-type: none"> Listen supportively. Encourage them to contact Student Support and Welfare Services. 	<ul style="list-style-type: none"> Report the concern to the Campus DSO. The DSO will ensure the student is aware of all support options and will monitor the situation. DSO completes the Safeguarding Disclosure Record with person receiving disclosure and records the incident in their Safeguarding Log. 	<ul style="list-style-type: none"> Campus Dean and DSL will consider the student's needs. They may need a break from class, e.g. to sit in a quiet room or get fresh air. If Campus Dean and DSL agree, Suggest referral to Student Welfare Adviser. 	<ul style="list-style-type: none"> Advise the student to contact their GP. Signpost to external charities like Mind or the Samaritans. For urgent (but not emergency) support, direct to the NHS 111 service.
Harassment or Bullying (by someone outside of FSB)	<ul style="list-style-type: none"> Listen and validate their experience. Complete the Safeguarding Disclosure Record. 	<ul style="list-style-type: none"> Report the concern to the Campus DSO. The DSO will ensure the student is aware of all support options and will monitor the situation. DSO completes the Safeguarding Disclosure Record with person receiving disclosure and records the incident in their Safeguarding Log. 	<ul style="list-style-type: none"> The DSL may assess immediate safety e.g. to their home environment or to travelling home. If Campus Dean and DSL agree, suggest referral to Student Welfare Adviser. 	<ul style="list-style-type: none"> With student consent, signpost or refer to specialist external agencies. Support the student in reporting to the police, if a crime has committed (e.g. domestic abuse) if that is their choice.

Concern / Scenario	Immediate Response (By the person receiving the disclosure)	Internal Escalation & Reporting	Potential action to take and Support to be Provided	Potential External Action / Referral
Harassment or Bullying (by another student)	<ul style="list-style-type: none"> Assess immediate safety of student e.g. Take to a quiet place on campus. Listen and validate their experience. Explain the formal and informal reporting options (e.g., Student Complaint Form). 	<ul style="list-style-type: none"> Report the concern to the Campus DSO. The Campus DSO will inform the Campus Dean and liaise with Student Support and Welfare Services to manage the situation. 	<ul style="list-style-type: none"> Campus Dean to lead investigation in accordance with the Student Disciplinary Procedures If Campus Dean and DSL agree, suggest referral to Student Welfare Adviser. 	<ul style="list-style-type: none"> External action is unlikely unless the behaviour constitutes a criminal offence (e.g., hate crime), in which case the police may be involved with student consent.

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*** To be consulted on updates to this content.*

Versions

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0.1 Draft	Initial draft version	-	-
1.0	Approved version – minor amendments and formatting	Board of Governors	July 2025

