



Fairfield School of Business

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Framework for Responding to a Student Safeguarding Concern:

Version 1.2

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.
- Unless it is suspected that there is a risk to life or serious harm, the police **should not** be contacted without consent in cases of domestic abuse, due to the potential for harmful consequences. 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.
- **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, DSO, and Campus Dean. 	<ul style="list-style-type: none"> ● DSO to inform DSL as soon as possible. ● 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. ● Inform DSO ● Do not investigate 	<ul style="list-style-type: none"> ● DSO to inform 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"> ● Assess immediate safety e.g. to their home environment or to travelling home. ● Explain options for support and reporting (both internal and to the police) without pressure. ● If Campus Dean agrees, refer to Student Support and Welfare Services for ongoing support. 	<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. Inform DSO Do not investigate 	<ul style="list-style-type: none"> DSO to immediately inform 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"> Explain options for support and reporting (both internal and to the police). Student in question to be investigated in accordance with the Student Disciplinary Procedures <p>If Campus Dean agrees, refer to Student Support and Welfare Services for ongoing support.</p>	<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. Inform DSO Do not investigate 	<ul style="list-style-type: none"> DSO to immediately inform 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. Inform DSO Do not investigate 	<ul style="list-style-type: none"> DSO to immediately inform Campus Dean, DSL, and Head of HR. 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. Staff member in question to be investigated in accordance with the HR Disciplinary Policy and Procedures. If Campus Dean agrees, refer to Student Support and Welfare Services for ongoing support. 	<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. Inform DSO 	<ul style="list-style-type: none"> DSO to inform 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"> Assess immediate safety of student e.g. if they have a safe environment to go home to, or if they need medical treatment. Assess if there is any potential risk to children or vulnerable adults in their care. If Campus Dean agrees, refer to Student Support and Welfare Services for ongoing support. 	<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, panic attack, overwhelm)</i>	<ul style="list-style-type: none"> ● Listen supportively. ● Inform DSO 	<ul style="list-style-type: none"> ● DSO to inform 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"> ● Ensure the student is aware of all support options. ● They may need a break from class, e.g. to sit in a quiet room or get fresh ● Ask them if they have any coping techniques that they use e.g. breathing or grounding techniques, or calling a friend or listening to music or suggest some they might use. ● If Campus Dean agrees, refer to Student Support and Welfare Services for ongoing support. 	<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, dial “2” for mental health services.

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 someone outside of FSB)	<ul style="list-style-type: none"> Listen and validate their experience. Inform DSO 	<ul style="list-style-type: none"> DSO to inform 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"> Assess immediate safety e.g. to their home environment or to travelling home. Ensure the student is aware of all support options and will monitor the situation. If Campus Dean agrees, refer to Student Support and Welfare Services for ongoing support. 	<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.
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. Inform DSO 	<ul style="list-style-type: none"> DSO to immediately inform 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"> Explain options for support and reporting (both internal and to the police). Student in question to be investigated in accordance with the Student Disciplinary Procedures If Campus Dean agrees, refer to Student Support and Welfare Services for ongoing support. 	<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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Versions

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1.2	Change to staff roles – minor formatting changes.	Board of Governors	Jan 2026

