

Learning and Development – Safeguarding

L&D SLT Safeguarding Process

Concern raised by a member of staff.

Ask them to share the concern with you and confirm your understanding of the situation.



Safeguarding Concern

If the person is at immediate risk of harm, contact Police/Emergency Services. Then contact Oxford Health Adult or Children Safeguarding Team and Designated Safeguarding Lead



Not A Safeguarding Concern

Wellbeing advice to be given.



Concern

Reach out to the relevant team, either the Oxford Health Adult or Children Safeguarding Team (contact information available on the intranet page). They can provide you with advice and guidance on the appropriate



Contact the L&D Safeguarding Lead or Deputy Safeguarding Lead with a short summary including headlines of the concern and action taken.



Ensure staff member who raised the safeguarding concerns is supported and signposted to wellbeing services as appropriate.

Recording Safeguarding Concerns

Any service user / staff incidents should be recorded on Ulysses.

Any staff on staff (including learner/staff) incidents should be NOT recorded on Ulysses. Please share with the L&D HR contact.

Any safeguarding issues from outside of the workplace should be shared with the L&D HR contact.

A note regarding the safeguarding concerns should also be logged on a local spreadsheet located in the Microsoft team – Extended SLT - safeguarding folder.

Who else do I contact?

Please consider consent/best interest case by case

- Consider contracting local Line Manager or Programme Lead if their Learner is on a long-term programme.
- Is the Learner employed by another organisation?

Consider if they need to be informed? Confirm that the learner can access support services from their employer

- Does the University partner need to be made aware?

If Learner is on a subcontracted programme such as Nursing Associates or Nurse Degree Apprenticeships, the University safeguarding team should be informed.

Support and Wellbeing / Useful resources

Employee Assistance Programme -

[https://ohft365.sharepoint.com/sites/WellbeingMatters/SitePages/Employee-Assistance-Programme-\(EAP\).aspx](https://ohft365.sharepoint.com/sites/WellbeingMatters/SitePages/Employee-Assistance-Programme-(EAP).aspx)

Oxford Health Staff Support Hub - <https://ohft365.sharepoint.com/sites/staff-support>

Occupational Health referral - <https://ohft365.sharepoint.com/sites/OHW>

Oxfordshire Safeguarding Adult Board resources - <https://www.osab.co.uk/resources-and-publications/support-for-adults-in-oxfordshire/>

Oxfordshire Children's Safeguarding Board - <https://www.oscp.org.uk/>

**Safeguarding children concerns are answered via the consultation line 9-5pm,
Mon-Fri, tel 07770648673**

**Safeguarding adult concerns are answered via the adult consultation line 9-5pm,
Mon-Fri, tel 07785458201**