

Appendix 1



Safeguarding Risk Assessment

Section 1 to be completed by individual reporting the concern

Name of child/vulnerable adult (if known):	
Date of birth or age (of child):	Gender: (M/F)
Description of the safeguarding issue. Description might include a factual account of something you have witnessed or an account of something a third party has reported to you.	
Time, location, date of the incident/s: (if known)	
Any other observations/information:	
Name of individual reporting the concern:	
Position:	
Action undertaken by person reporting the concern:	
Date concern reported:	

Section 2 to be completed by the Safeguarding Officer

<p>Is the child or vulnerable adult who is the subject of the concern at immediate risk?</p>	<p>Yes /No</p> <p>Details:</p>
<p>Does the incident relate to an allegation about a student or member of staff?</p>	
<p>Should the staff or student be referred to HR or School for consideration of a precautionary suspension?</p>	
<p>Does the reported incident require referral to a local safeguarding team?</p>	
<p>Does the reported incident constitute a criminal offence requiring referral to the police.</p>	
<p>Actions to be Undertaken:</p> <ul style="list-style-type: none"> a) No further action b) Referral to the School or HR & OD Dept for consideration of a precautionary suspension. c) Referral to an alternative University policy or procedure such as the Staff or Student Disciplinary Procedure. d) Report the matter to the local Safeguarding Team e) Report the matter to the police 	
<p>Signed:</p>	
<p>Date:</p>	