

# King's College London

## Reporting a safeguarding concern

This procedure sets out:

- How to report a safeguarding concern
- Process for sharing information with external partners regarding a safeguarding or Prevent concern for a student
- Process for sharing information with external partners regarding a safeguarding or Prevent concern for a staff member

All reports of a safeguarding concern (internal and external) must be made to the appropriate person as quickly as possible. To report a safeguarding concern, follow the flowchart below. Full details for all Safeguarding Officers can be found in [Procedure 1 - Safeguarding Roles and Responsibilities](#).

**Please note:** internal colleagues should not be sharing any safeguarding or Prevent information externally. All safeguarding and Prevent concerns should be escalated through [Student of Concern](#) referrals or via the appropriate Lead Safeguarding Officer as outlined in procedure 1.

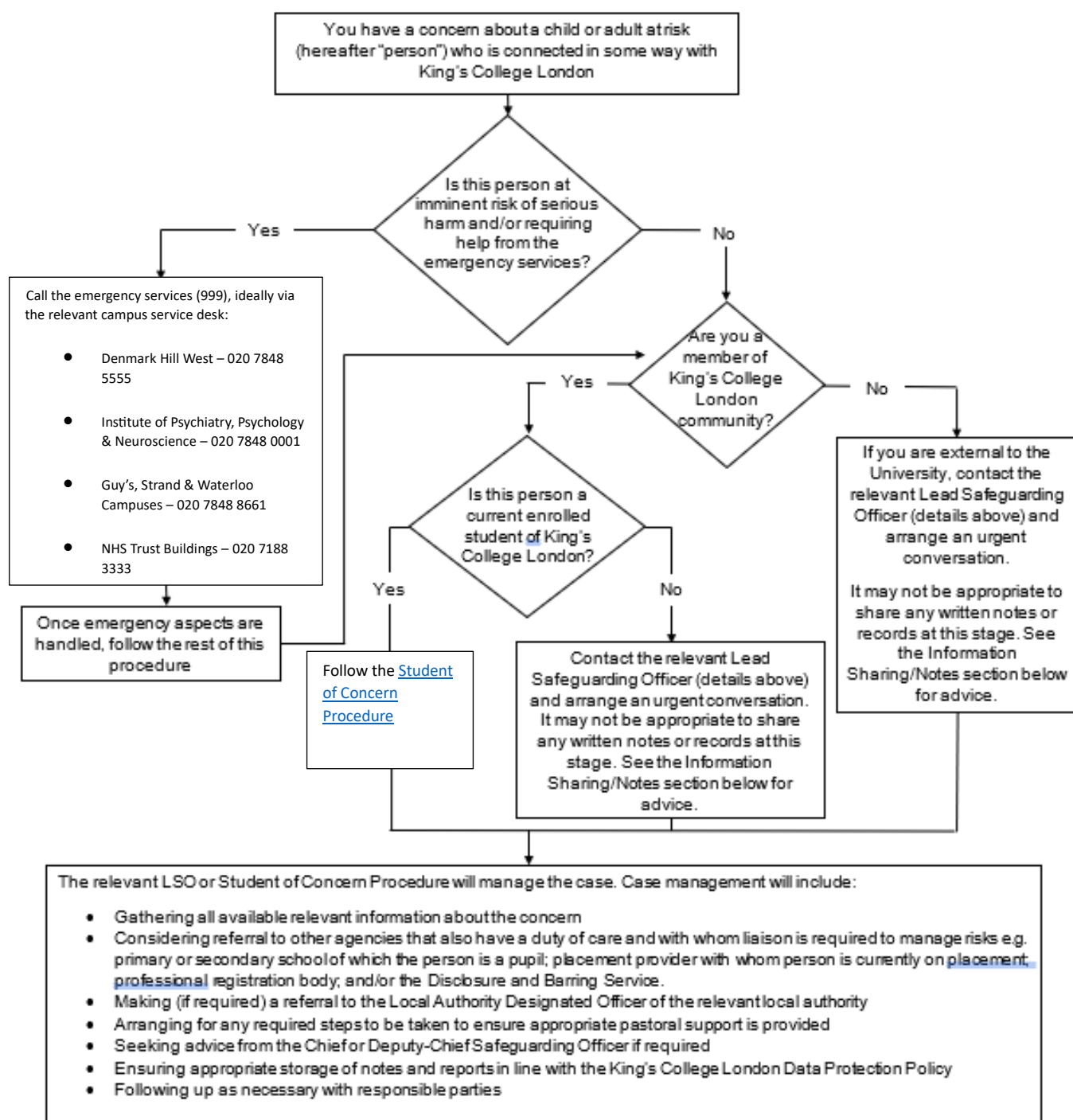
In the case of an emergency or where there is an immediate risk to life, please contact 999 and report it to the university's security team at these emergency contact numbers:

- Denmark Hill West – 020 7848 5555
- Institute of Psychiatry, Psychology & Neuroscience – 020 7848 0001
- Guy's, Strand & Waterloo Campuses – 020 7848 8661
- NHS Trust Buildings – 020 7188 3333

Any external reporting of safeguarding or Prevent concerns should be made by the Lead Safeguarding Officer only.

## 1. How to report a Safeguarding Concern

### Safeguarding Reporting Process



### Advice on Notes and Information Sharing for Safeguarding Concerns

- Ensure any notes or reports you have relating to the safeguarding concern are stored appropriately, which includes having access controls for only those that need it, storing only what is needed, and ensuring the data is used only for the intended purpose (safeguarding).

- It may not be appropriate to share the notes or reports you have when you contact the Lead Safeguarding Officer initially. Make them aware of what records you have and agree on how and when this is to be shared.
- Share any records in a secure manner. You may wish to consider the use of the KCL file transfer service <https://internal.kcl.ac.uk/it/get-going/data-storage-and-sharing/transferring/index>
- Keep a record of all the steps you have taken and the reasons for it, ensuring this is stored securely.
- Postgraduate Research Students should contact the Lead Safeguarding Officer and raise a [Student of Concern](#) referral.

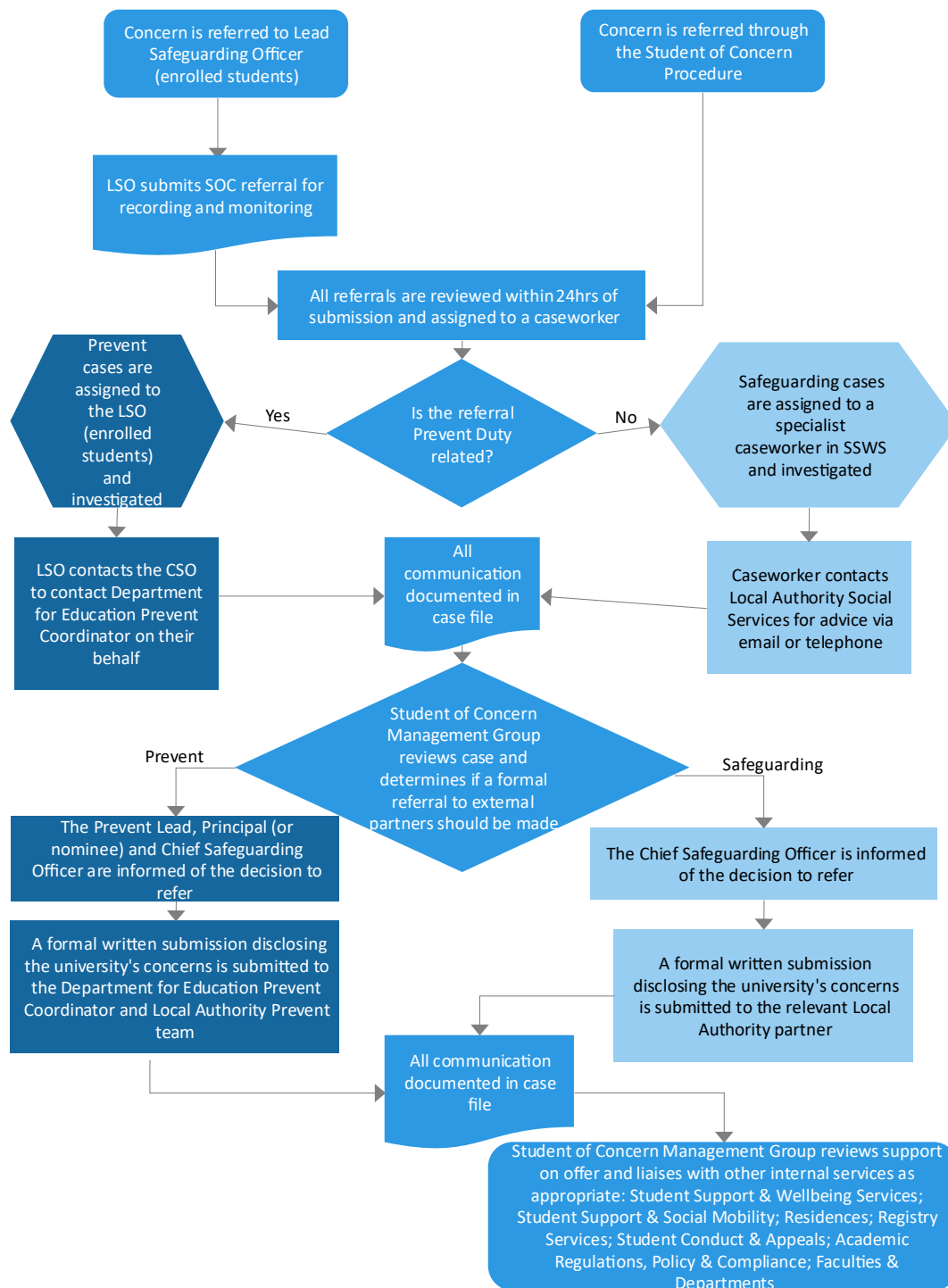
### **External Information Sharing with external partners**

The flowchart above sets out what an individual (internal or external) or agency should do if they wish to make the university aware of a safeguarding concern relating to a member of the King's community.

The flowcharts in the next sections set out the process the university takes when it is deemed appropriate to share information with External Partners regarding an internal Safeguarding or Prevent Concern for students and staff respective.

External third party requests for information relating to safeguarding concerns will be managed in accordance with the information set out in the [KCL Core Privacy Notice](#) and the [Information Compliance Data Governance page](#).

## 2. Process for sharing information with external partners regarding a safeguarding or Prevent concern for a student



### 3. Process for sharing information with external partners regarding a safeguarding or Prevent concern for a staff member

#### Process for sharing information with external Partners regarding a Safeguarding or Prevent Concern (staff member) v.30.06.2025

