

## Reporting a Safeguarding Concern

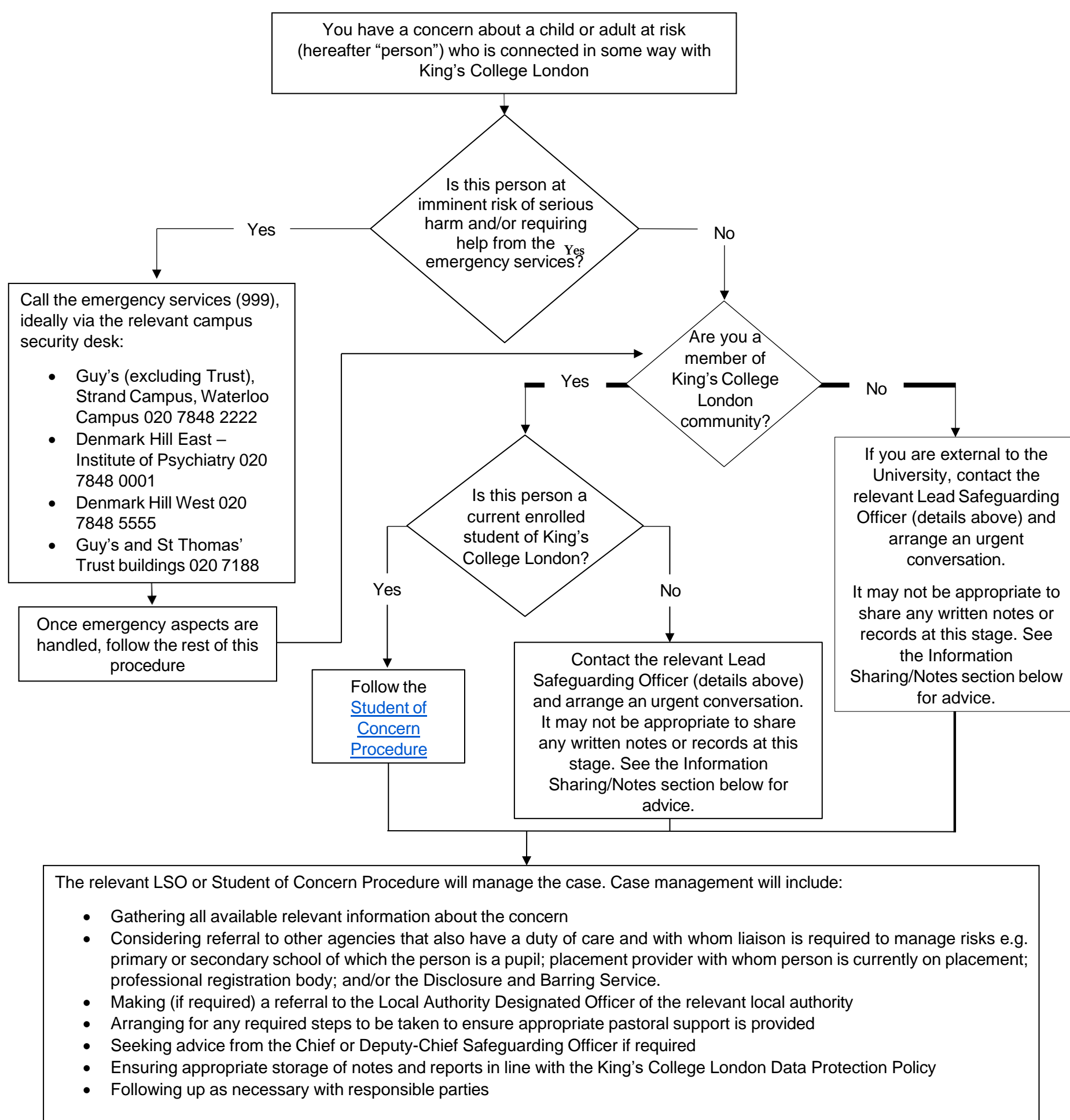
As a university, we have a duty to safeguard the welfare of children and adults at risk who are on our premises, or who come into contact with university staff, students and university representatives.

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. The details of the Lead Safeguarding Officers (LSOs) are as follows:

Lead Safeguarding Officers	Name and Job Title	Email Address
Enrolled Students	Joy Whyte, Strategic Director, Education and Students	<a href="mailto:joy.whyte@kcl.ac.uk">joy.whyte@kcl.ac.uk</a>
Widening Participation (school and college pupils)	Michael Bennett, Associate Director of Widening Participation	<a href="mailto:michael.j.bennett@kcl.ac.uk">michael.j.bennett@kcl.ac.uk</a>
Offer holders and applicants	Jacob White, Head of Undergraduate Admissions	<a href="mailto:jacob.r.white@kcl.ac.uk">jacob.r.white@kcl.ac.uk</a>
Staff	Nigel Brailsford, Director of Remuneration and Policy	<a href="mailto:nigel.brailsford@kcl.ac.uk">nigel.brailsford@kcl.ac.uk</a> cc: <a href="mailto:cmt@kcl.ac.uk">cmt@kcl.ac.uk</a>
Public visitors	Clifford Law, Head of Security	<a href="mailto:clifford.law@kcl.ac.uk">clifford.law@kcl.ac.uk</a>
International, King's Global Health Partnerships	Laura Hucks, Director of King's Global Health Partnerships	<a href="mailto:laura.hucks@kcl.ac.uk">laura.hucks@kcl.ac.uk</a>
International, collaborative provision; study abroad	Eleanor Salt, Partnerships Manager, Global Engagement	<a href="mailto:eleanor.salt@kcl.ac.uk">eleanor.salt@kcl.ac.uk</a>

Full details for all Safeguarding Officers can be found in [Procedure 1 - Safeguarding Roles and Responsibilities](#).

### 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://transfer.kcl.ac.uk/index.php>.
- Keep a record of all the steps you have taken and the reasons for it, ensuring this is stored securely.

**External Information Sharing with external partners**

The above flowchart sets out what an external individual 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.

Procedure 5 and Procedure 6 set out the process for sharing information with External Partners regarding an internal Safeguarding or Prevent Concern for students and staff respectively.

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](#).