Reporting a Safeguarding Concern

You have a concern about a child or adult at risk (hereafter "person") who is connected in some way with King’s College London

Is this person at imminent risk of serious harm and/or requiring help from emergency services?

Yes

Call the emergency services (999), ideally via the relevant campus security desk:
- Guy’s (excluding Trust), Strand Campus, Waterloo Campus 020 7848 2222
- Denmark Hill East – Institute of Psychiatry 020 7848 0001
- Denmark Hill West 020 7848 5555
- Guy’s and St Thomas’ Trust buildings 020 7188 3333

Once emergency aspects are handled, follow the rest of this procedure

No

Is this person a current enrolled student of King’s College London?

Yes

Follow the Student of Concern Procedure

Contact the relevant Lead or Designated Safeguarding Officer (Safeguarding Procedure 1) and arrange an urgent conversation. Make brief notes of the disclosure, but do not share at this stage.

No

The relevant DSO/LSO or Student of Concern Procedure will manage the case. Case management will include:
- Gathering all available relevant information about the concern
- Considering referral to other agencies that also have a duty of care and with whom liaison is required to manage risks e.g. primary or secondary school of which the person is a pupil, placement provider with whom person is currently on placement
- Making (if required) a referral to the Local Authority Designated Officer of the relevant local authority
- Arranging for any required steps to be taken to ensure appropriate pastoral support is provided
- Seeking advice from the Chief or Deputy-Chief Safeguarding Officer if required
- Ensuring appropriate storage of notes and reports in line with the King’s College London Data Protection Policy
- Following up as necessary with responsible parties