

Safeguarding Essentials



Recognise

You may identify a concern yourself, or it may be disclosed to you by someone else. If it is disclosed to you it is important to remember you cannot promise confidentiality. Eg. "I am glad you told me this. What you have said is very important and I am going to get help to make sure we respond well to you."



Respond

If there is an immediate risk of harm to any individual, or if urgent medical help is needed, call 999. Ensure immediate safety.



Record in writing

- What was said
- What you noticed
- When it happened
- Who was present
- How you responded
- Your signature
- The date and time



Refer

1. Contact the Interim College Safeguarding Officer, Helen Archer-Smith, as soon as possible (safeguarding@oakhill.ac.uk, 020 8449 0467 ext 231)

2. If Helen is unavailable, contact Andrew Nicholls, Director of Pastoral Care and Safeguarding Lead (andrewn@oakhill.ac.uk, 07740 865094)

3. If you are unable to make contact with someone within the College, contact one of the external agencies below. Complete their referral, follow their advice and inform the Interim College Safeguarding Officer within 24 hours.

For more details in the Safeguarding Policy and a form to use see oakhill.ac.uk/safeguarding

Diocese of London
Safeguarding Team
020 7932 1224

31:8 Helpline
030 3003 1111

Barnet Social Services
Child: 020 8359 4066
Adult: 020 8359 5000