

# 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, ensure immediate safety.  
Eg. call 999.



## 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 College Safeguarding Officer, Kate Snelling as soon as possible: ([safeguarding@oakhill.ac.uk](mailto:safeguarding@oakhill.ac.uk), 020 8449 0467 ext 232)

2. If you are unable to contact Kate, please contact:  
Director of Pastoral Care, Andrew Nicholls  
([andrewn@oakhill.ac.uk](mailto:andrewn@oakhill.ac.uk), 07740 865094)

3. If you are unable to contact Andrew, please contact:  
Director of Operations and Finance, Helen Archer-Smith  
([helena-s@oakhill.ac.uk](mailto:helena-s@oakhill.ac.uk))

4. If you are unable to make contact with someone within College, please contact one of the external agencies below. Complete their referral, follow their advice and inform the College Safeguarding Officer that they have been contacted within 24 hours.