Reporting Concerns Relating to Apprentices for Employers and Sub-contractors

An assessment will be undertaken by the university’s safeguarding team on the next working day following receipt of the information & report. This will include:

• Consideration of the risks and how these can be managed
• Deciding what internal and external support services might be required
• Consideration of information sharing agreements & consent
• Agreeing if ongoing management of the case is required, who will be involved and who will lead it
• Completing the Safeguarding & Critical Incident Recording Form & saving this to the Report & Support records.

Safeguarding Concerns about an apprentice are identified by the employer / sub contractor

Is the risk urgent and requires an immediate response?

Yes

Immediately

Off campus: Contact the Emergency Services on 999
On campus: Contact University Security on 0115 951 3013 or 0115 951 8888

No

Within 24 hours

Complete a report of Report & Support using the ‘Speak to An Advisor’ functionality.

No

Does the concern relate to risk of harm from themselves / mental health concerns (e.g. self-harm, suicide, depression)

Yes

Refer to Support and Wellbeing Service details below:
https://www.nottingham.ac.uk/student-services/services/support-and-wellbeing-service.aspx

E.G. immediate risk to life from self or others, sexual assault, medical attention required. Seek advice from UDSL if unsure.

Risk of harm is from another person / people.