Reporting Concerns Relating to Apprentices Employers and Sub-contractors

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

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

Yes

Complete a report on Report & Support using the ‘Disclose with Contact Details’ function.

No

Refer to the Support and Wellbeing Service

Complete a report on Report & Support using the ‘Disclose with Contact Details’ function.

If an employer/subcontractor has also informed a member of the Professional and Work-based Learning Team, they will contact the relevant safeguarding lead.

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