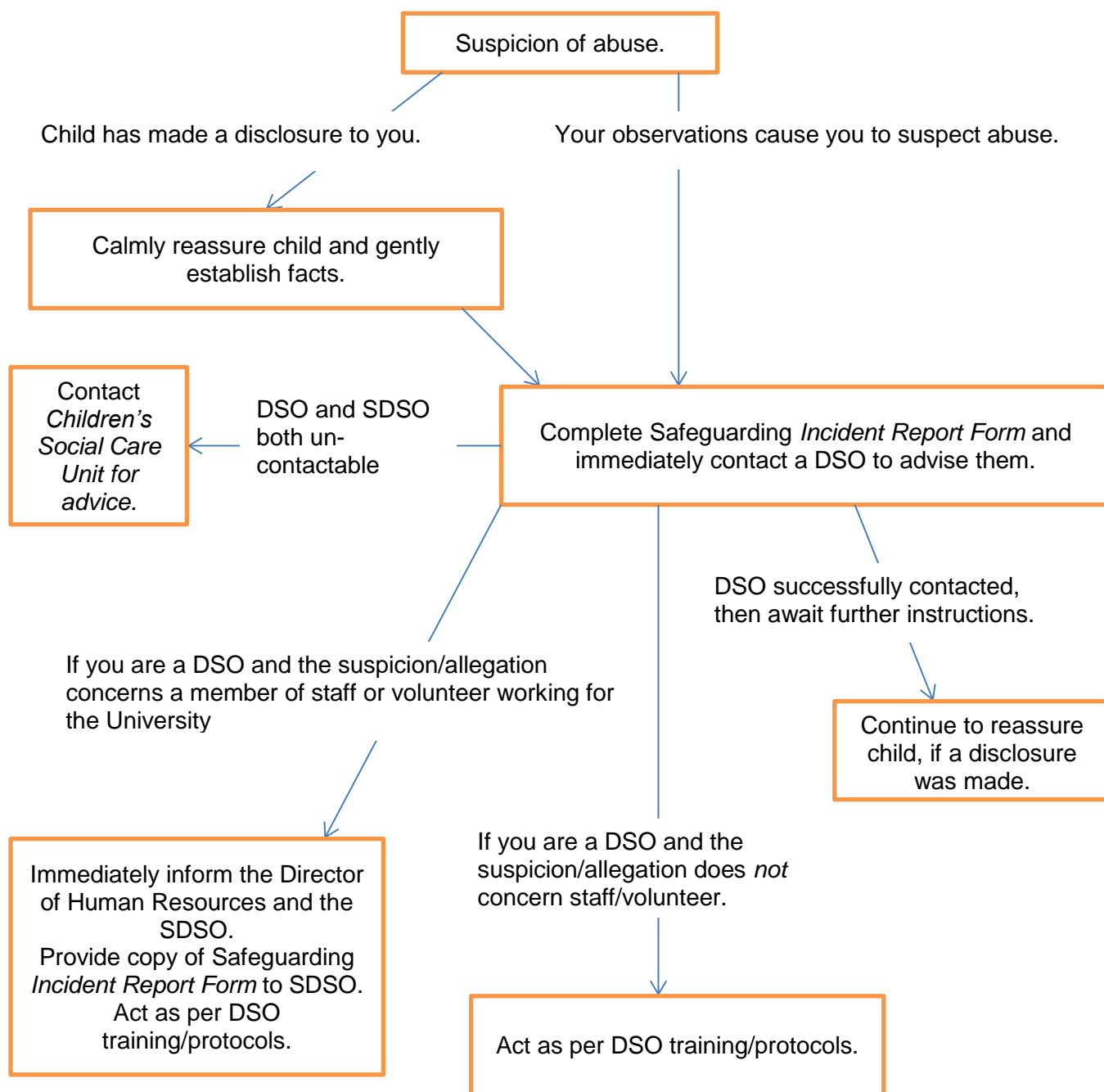


How to respond to an incident and who to contact



There are DSOs in each Faculty as well as some of the Directorates including Corporate Affairs. The University SDSO is the Director of Academic & Student Affairs, John Kirk. A list of all DSO contacts can be found at the top right of the following intranet page link: http://www.brookes.ac.uk/services/hr/handbook/misc/safeguard_children/index.html
A copy of the Safeguarding *Incident Report Form* can also be downloaded from that page.

If the SDSO or any DSO are unavailable please call the **Children's Social Care Unit (Oxford)**:

- in office hours, the Access to Information and Services Team on **0845 050 7666** or
- out of office hours, the Emergency Duty Team on **0800 833 408**.