How to respond to an incident and who to contact

Suspicion of abuse.

Child has made a disclosure to you.

Your observations cause you to suspect abuse.

Calmly reassure child and gently establish facts.

Contact Children’s Social Care Unit for advice.

DSO and SDSO both uncontactable

Complete Safeguarding Incident Report Form and immediately contact a DSO to advise them.

If you are a DSO and the suspicion/allegation concerns a member of staff or volunteer working for the University

Immediately inform the Director of Human Resources and the SDSO. Provide copy of Safeguarding Incident Report Form to SDSO. Act as per DSO training/protocols.

If you are a DSO and the suspicion/allegation does not concern staff/volunteer.

Act as per DSO training/protocols.

DSO successfully contacted, then await further instructions.

Continue to reassure child, if a disclosure was made.

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.