
Co-Production Collective Safeguarding and Safe Spaces for Co-Production Statement

Appendix E: Reporting and Governance Oversight Process

This document outlines the process in terms of reporting of safeguarding incidents and our approach to governance/oversight for 2026-2027.

1. A safeguarding report is made to the Designated Safeguarding Lead.

- a. If there is immediate risk of harm, incitement to violence or hate then you should contact the emergency services by calling 999.

2. The Designated Safeguarding Lead will manage the response, make any required investigation and decide on action.

- a. The Designated Safeguarding Lead may consult with the alternative lead or other members of Co-Production Collective or University College London.
- b. If the safeguarding report is particularly complex or serious the lead may consult the Chairs of the Oversight Group for the 'Safeguarding and Safe Spaces for Co-Production Statement'.
 - i. The Chair(s) may deem it necessary to share the issue with Oversight Group member(s) that have particular experience/expertise.
 - ii. The Chair(s) may also call together the Oversight Group to consider a particular report.

3. As soon as is possible the Designated Safeguarding Lead will inform those raising the report of the decisions and actions that have been made.

- a. Aspects of the actions may be confidential (such as Human Resources processes or personal circumstances) so may not be widely reported.

4. If the person(s) who made the report believe that their concerns have not been adequately or properly managed by the Designated Safeguarding Lead, an appeal may be made to the Chair(s) of the Oversight Group for the 'Safeguarding and Safe Spaces for Co-Production Statement'.

5. Every six months the Designated Safeguarding Lead will report the nature and responses made of all safeguarding reports to the Oversight Group for the 'Safeguarding and Safe Spaces for Co-Production Statement'.

- a. Their task is check how the person reporting was protected and outcomes for individuals and organisations responsible for the safeguarding concern.
- b. The six-monthly reports will also be used to identify any changes needed to the 'Safeguarding and Safe Spaces for Co-Production Statement'.

6. The Oversight Group for the 'Safeguarding and Safe Spaces for Co-Production Statement' should be made up of at least six and no more than 12 members.

- a. These members can be drawn from:
- Co-Production Collective Allies Group
 - Co-Production Collective Anti-racism working Group
 - Research Ethics from University College London
 - Other University College London staff members
 - Service or Operational Manager(s) in a Local Authority or NHS Trust
 - People working in policy development
 - People working in community regeneration

- b. There can be one chair or two co-chairs. These will be appointed from the Oversight Group for the 'Safeguarding and Safe Spaces for Co-Production Statement'. After one year of working in 2026-2027, the roles of chair(s) will be subject to open recruitment – this time will allow the development of descriptions of the role, responsibilities and the person specification).
- c. An induction to the role and agreement to confidentiality requirements will be part of becoming a member of the Oversight Group for the 'Safeguarding and Safe Spaces for Co-Production Statement'.
- d. Records about the co-production of the 'Safeguarding and Safe Spaces for Co-Production Statement' and debates within the group who developed it should be kept and be made available to future research on the nature of safeguarding in co-production.

If you would like to talk about a safeguarding related incident, please contact the Designated Safeguarding Lead for Co-Production Collective, Niccola Hutchinson-Pascal by email or phone (n.pascal@ucl.ac.uk, 07741 671 200).