

Safeguarding Reporting Pathways

Organisation: Academic Programs & Services LLC

Programme: Oxbridge Summer Scholars (and other UK-based programmes)

Jurisdiction: England (Oxford and Cambridge)

1. Purpose

This document sets out mandatory safeguarding reporting pathways for programmes delivered in Oxford or Cambridge, England.

All staff must report safeguarding concerns promptly. Staff are not responsible for determining whether abuse has occurred. Assessment and escalation decisions sit with the Designated Safeguarding Lead (DSL).

Failure to report concerns may constitute a breach of policy.

2. Immediate Danger (Emergency Response)

If a participant is in immediate danger or requires urgent medical or police assistance:

1. Call 999 immediately.
2. Request Police, Ambulance, or Fire as appropriate.
3. Ensure the immediate safety of the participant and others.
4. Notify the Designated Safeguarding Lead without delay.
5. Complete the [Safeguarding and Child Protection Report Form](#) as soon as practicable.

Immediate danger includes:

- Serious physical assault
- Sexual assault
- Immediate risk of self-harm
- Missing participant with safety concerns
- Serious medical emergency
- Criminal activity posing active risk

Emergency services take priority over internal reporting.

3. Non-Immediate Safeguarding Concerns

Examples include:

- Disclosure of abuse (current or historical)
- Concerns about neglect
- Peer exploitation or bullying
- Self-harm ideation (without immediate attempt)
- Inappropriate conduct by staff or volunteers
- Boundary violations

In these cases:

1. Ensure the participant is safe and supported.
2. Do not conduct independent investigation or detailed interviewing beyond what is necessary to clarify immediate safety concerns and make an appropriate report.
3. Report immediately to the DSL.
4. Submit the Safeguarding and Child Protection Report Form as soon as practicable.

Concerns must be reported even if information is incomplete.

4. Internal Escalation Pathway

Step 1: Staff Member → Report directly to the Designated Safeguarding Lead (DSL).

Step 2: Designated Safeguarding Lead. The DSL will:

- Assess the concern
- Determine risk level
- Implement protective measures
- Decide whether referral to external authorities is required
- Determine whether parents/guardians should be informed
- Update the Risk Assessment as soon as practicable, where appropriate

Programme leadership does not override DSL safeguarding authority.

5. External Referral Pathways

 **Call 999 if there is an emergency** 

In emergency situations where there is a risk of personal injury or loss of life, call the police on 999.

The DSL is ordinarily responsible for external referrals and agency liaison. Staff should not independently contact external agencies unless immediate danger exists, safeguarding leadership is unavailable, or circumstances otherwise require immediate external escalation.

Multi-Agency Safeguarding Hub – Oxfordshire

If you have a concern about a child, please call Oxfordshire Multi-Agency Safeguarding Hub (MASH) on 01865 519800. This number will take you through to Customer Services who will ask a series of questions and triage into MASH where safeguarding concerns are raised.

Office hours: Monday to Thursday, 8.30am – 5pm; Friday, 8.30am – 4pm

Outside office hours: Emergency Duty Team: 0800 833 408

Alternatively, for non-urgent referrals, you may use this form: [Reporting a concern as a member of the public](#)

Multi-Agency Safeguarding Hub – Cambridgeshire

If you have a concern about a child, contact the Cambridgeshire and Peterborough Multi-Agency Safeguarding Hub (MASH) on 0345 045 5203

Office hours: Monday to Friday, 9am – 5pm

Out of hours Emergency Duty Team: 01733 234724

Alternatively, for non-urgent referrals, you may use this form: [Reporting a concern as a member of the public](#)

Police (Non-Emergency)

Non-emergency phone number: 101

Use where criminal behaviour is suspected but there is no immediate danger.

NSPCC

NSPCC Helpline: 0808 800 5000

Or via email at help@nspcc.org.uk.

May be used by the DSL for advisory purposes.

6. Allegations Against Staff

If an allegation involves a staff member, contractor, or volunteer:

- Report immediately to the DSL.
- Do not inform the subject of the allegation.
- Do not conduct independent enquiries.

The DSL will:

- Assess the allegation
- Consider referral to the Local Authority Designated Officer (LADO)
- Implement interim protective measures
- Preserve documentation

If the allegation involves the Designated Safeguarding Lead, the concern must be reported directly to organisational leadership or Legal & Compliance through the designated safeguarding escalation pathway.

Allegations against adults working with children may require LADO notification in either Oxfordshire or Cambridgeshire (depending on the location of the programme).

7. Missing Participant Protocol

If a participant is unaccounted for:

1. Conduct immediate local search and contact attempts.
2. Notify programme leadership and DSL immediately.
3. If not located promptly and risk is identified, contact Police (999 or 101 depending on risk).
4. Document actions taken.

Programme staff should consider the participant's last known location, supervision arrangements, agreed boundaries, and communication history when assessing risk.

8. Parent / Guardian Communication

Decisions regarding parent notification rest with the DSL. Staff must not independently contact parents regarding safeguarding concerns unless directed.

9. Documentation Requirements

All safeguarding concerns must be recorded using our Safeguarding and Child Protection Report Form: <https://forms.gle/LoD7Pgegye96fwC3A>

Reports must be:

- Factual
- Contemporaneous
- Clear regarding actions taken
- Submitted as soon as practicable

Records are retained securely and accessible only to authorised personnel.

10. Confidentiality

Information is shared strictly on a need-to-know basis. Confidentiality does not override the obligation to act where a child may be at risk.

11. Quick Reference Summary

Immediate danger → Call 999 → Notify DSL → File report

Non-immediate concern → Notify DSL immediately → File report

Allegation against staff → Notify DSL only → File report

Allegation involving DSL → Escalate via alternative safeguarding reporting pathway

When in doubt: report.