

## Appendix 2: Contacts

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Team		Contact Details
Student Health and Wellbeing Welfare Team		0191 208 3333 <a href="mailto:wellbeingconsultancy@newcastle.ac.uk">wellbeingconsultancy@newcastle.ac.uk</a>
University Security		0191 208 6817
Role	Name	Contact Details
Designated Officer	Sally Ingram, Director of Student Health and Wellbeing	<a href="mailto:Sally.Ingram@newcastle.ac.uk">Sally.Ingram@newcastle.ac.uk</a>
Assistant Designated Officer	Kate Aitchison, Head of Student Health Wellbeing	<a href="mailto:Kate.Aitchison@newcastle.ac.uk">Kate.Aitchison@newcastle.ac.uk</a>

You have information which suggests a child or vulnerable adult is being harmed or is at risk of harm.



If possible inform your manager.  
Always contact the University Welfare Team for advice 0191 208 3333.  
Outside of office hours, contact the University Security Team: 0191 208 6817 .  
Complete the reporting form (Appendix 3) and email it to [wellbeingconsultancy@newcastle.ac.uk](mailto:wellbeingconsultancy@newcastle.ac.uk)



The University Welfare Team / University Security Team will take any needed safeguarding action they can and or escalate the concern to the available Safeguarding Officers.



If the statutory criteria for safeguarding is met, the Safeguarding officer will then raise a safeguarding concern with the appropriate local authority.