**UCL International Safeguarding Policy - Safeguarding Reporting Form**

This form is for reporting any safeguarding concerns to UCL. Please complete the form with as much information as possible and send it to your **“Manager”** and Designated Safeguarding Lead.

**Your Contact Information**

|  |  |
| --- | --- |
| **Full name:** |  |
| **Email address:** |  |
| **Telephone:** |  |
| **Department:** |  |
| **Location:** |  |

**Cause for Concern**

|  |  |
| --- | --- |
| **Full name of individual concerned:** |  |
| **Department of individual concerned:** |  |
| **Location of individual concerned:** |  |
| **Please confirm whether the victim/survivor is a student/ an employee or worker/ a volunteer/ a research participant/ a research beneficiary/ a contractor/ a member of the public:** |  |
| **Is the individual aware that you have reported this?** |  |
| **Please provide a summary of the incident (outlining the key issues and any allegations):** |  |
| **Is there a risk of continued harm to any other individuals?** |  |
| **Please outline what action has been taken so far (e.g. who has been informed, an investigation is underway, reports to police):** |  |
| **Please provide details of any external bodies that this allegation has been reported to (e.g. Local Police, National Crime Agency, and Charity Commission) together with any crime reference numbers and reporting dates:** |  |
| **Any other relevant details:** |  |

**Designated Safeguarding Lead contacts**

**Designated Research Safeguarding Lead:**

Andrew Cooper, Director of Research Evaluation  
[andrew.cooper@ucl.ac.uk](mailto:andrew.cooper@ucl.ac.uk) +44 (0) 203 108 5416   
 **Designated Student Safeguarding Lead:**

Denise Long, Director of Student Support and Wellbeing

[denise.long@ucl.ac.uk](mailto:denise.long@ucl.ac.uk) +44 (0) 203 108 8936 (Ext: 58936)

**Designated Staff Safeguarding Lead:**

Donna Dalrymple, Director of HR Business Partnering

[d.dalrymple@ucl.ac.uk](mailto:d.dalrymple@ucl.ac.uk) +44 ([0) 20 3108 8825](tel:+44%2020%203108%208825) (Ext [58825](tel:58825))  
  
**Chief Safeguarding Lead:**

Fiona Ryland, Vice President, Operations

[f.ryland@ucl.ac.uk](mailto:f.ryland@ucl.ac.uk) +44 (0) 20 3108 7341 (Ext: 57341);