

## Belfast Met Safeguarding Guide for Parents

### Reporting Procedures Parents / Guardians

If a parent/guardian has a potential safeguarding concern about their child /a child /young person /adult at risk and in need of protection and have reason to believe that they are suffering from abuse, they should in the first instance contact the college Safeguarding Team. This should be done immediately by emailing [safeguarding@belfastmet.ac.uk](mailto:safeguarding@belfastmet.ac.uk) or telephone 02890265019. The Safeguarding Team will instigate the college safeguarding procedure.

Role	Name	Contact Details
Governing Body Safeguarding Lead	Sheena McKinney	<a href="mailto:governingbodysecretary@belfastmet.ac.uk">governingbodysecretary@belfastmet.ac.uk</a> C/O The Executive Leadership Team Belfast Metropolitan College Titanic Quarter Campus 7 Queens Road Belfast BT3 9DT
Strategic Leadership Team Safeguarding Representative	Dee McDowell	<a href="mailto:DMcDowell@belfastmet.ac.uk">DMcDowell@belfastmet.ac.uk</a> 028 9026 5123 MS Teams
Designated Safeguarding Manager	Dee McDowell	<a href="mailto:DMcDowell@belfastmet.ac.uk">DMcDowell@belfastmet.ac.uk</a> 028 9026 5123 MS Teams
Deputy Designated Safeguarding Manager	Paula Irvine	<a href="mailto:PaulaIrvine@belfastmet.ac.uk">PaulaIrvine@belfastmet.ac.uk</a> 028 9026 5000 Extn: 3556 07590 228107 MS Teams
Adult Safeguarding Champion	Dee McDowell	<a href="mailto:DMcDowell@belfastmet.ac.uk">DMcDowell@belfastmet.ac.uk</a> 028 9026 5123 MS Teams
Designated Safeguarding Officer	Kate Hall	<a href="mailto:safeguarding@belfastmet.ac.uk">safeguarding@belfastmet.ac.uk</a> 028 9026 5019 07436 531780 MS Teams

If the parent /guardian is still concerned, they can contact the Board of Governors responsible for College Safeguarding.

Designated Safeguarding Board of Governors Representative Sheena McKinney  
[clerkgoverningbody@belfastmet.ac.uk](mailto:clerkgoverningbody@belfastmet.ac.uk)

c/o The Directorate  
Belfast Metropolitan College  
Titanic Quarter Campus  
7 Queen's Road  
Belfast  
BT3 9DT

If the parent /guardian is still concerned, they can contact the NI Public Services Ombudsman TEL: 0800 343 424

At any time, they can talk to;

- The Local Children's Services Gateway Team, Belfast Trust, 02890507000
- The Adult Safeguarding Team, Belfast Trust, 02895041744
- The PSNI Central Referral Unit at 02890259299

Anyone with an immediate concern about the safety or welfare of a child, young person, or adult at risk and in need of protection should contact the PSNI without delay so that an emergency protective response can be made.

We all have a duty of care to make a referral where there is a reasonable belief that a child, young person, or adult, is at risk of significant harm.

A copy of Belfast Met's Safeguarding, Care and Welfare Policy can be readily downloaded from the College [website](#).