**Reporting Procedures Parents / Guardians**

If a parent/guardian has a potential safegarding 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 . The Safeguarding Team will instigate the college safeguarding procedure.

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| **Designated Safeguarding Officers** | **Contact Information** |
| Christine Donnelly | safeguarding@belfastmet.ac.uk cdonnelly@belfastmet.ac.uk Contact: 02890 265260 / 02890 265108 Extn: 5260  |
| Kate Hall | safeguarding@belfastmet.ac.uk KHall@belfastmet.ac.uk Contact: 02890 265262 / 02890 265108 Ext: 5262 |
| Brendan Dineen | safeguarding@belfastmet.ac.uk BDineen@belfastmet.ac.uk Contact: 02890 265261 /  02890 265108 Ext: 5261  |

If the parent /guardian is still concerned, they can talk to the college’s Deputy/Designated Safeguarding Manager.

* Designated Safeguarding Manager – Nuala Boyle, Head of Student Support,

Contact Number: 02890 265054

* Deputy Designated Safeguarding Manager –Paula Irvine, Centre Manager, Student Wellbeing, Contact Number: 02890 265108 Extn: 3556

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

Designated Safeguarding Board of Governors Representative – Jim McCall clerkgoverningbody@belfastmet.ac.uk

### c/o The DirectorateBelfast Metropolitan CollegeTitanic Quarter Campus7 Queen’s RoadBelfastBT3 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

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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](https://www.belfastmet.ac.uk/about-us/corporate-information/public-documents/).

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