**Reporting Procedure Employer / Placement Provider**

If an Employer/Placement Provider has a potential safegarding concern with respect to a Belfast Met Student on placement at their company and have reason to believe that they are suffering 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) . The Safeguarding Team will instigate the college safeguarding procedure.

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

If the Employer/Placement Provider 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 Employer/Placement Provider still has concerns, they can contact the Board of Governors responsible for College Safeguarding.

Designated Safeguarding Board of Governors Representative – Jim McCall [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

* 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 safeguarding referral where there is a reasonable belief that a child or adult is at risk of significant harm.