

Guidance to complete a Raising Concerns Report Form

All UWE, Bristol students are encouraged to raise concerns about the safety of themselves or others while studying at the university. This is especially the case for students undertaking programmes leading to professional regulation, who have a duty to raise concerns to protect the people they are caring for in practice.

These guidelines are for students, the person to whom the student reports a concern and academic staff who support students in practice and should be read in conjunction with the flow charts –

Raising Concerns: Students - [Practice Support Net](#)

Raising Concerns: Staff - [Practice Support Net](#)

If you are the Student

As a Student undertaking a professional practice programme you have a professional duty to:

- Put the interests of the people you care for first and to act to protect them if you feel that they may be at risk; this may include raising and escalating your concerns
- Raise concerns if you experience or witness bullying, harassment or assault.

The university recognises that it may not be easy for you to raise a concern. You may be unsure what to do or the process and impact may seem daunting.

Process

It is important that you raise concerns in a timely way so that any immediate issues such as safeguarding and protection of the vulnerable can be identified and acted upon. If the issue occurs while on placement, you should raise your concerns using the placement provider policy. This should have been explained to you at your induction or can be found in the policies of the placement.

If there is an immediate risk of harm, it is important that you report your concerns without delay to an appropriate person.

Support Available

In addition to university and placement staff, you can get advice and support from the NHS and Social Care confidential helpline

Tel: 0800 072 4725

Email: enquiries@wbhelpline.org.uk or www.wbhelpline.org.uk

Your professional statutory regulatory body and professional association can also provide guidance and support:

[Chartered Society of Physiotherapy](#)

[College of Paramedics](#)

[Faculty of Physician Associates](#)

[General Optical Council](#)

[Health and Care Professions Council](#)

[Institute of Biomedical Science](#)

[Nursing and Midwifery Council](#)

[Royal College of Occupational Therapists](#)

[Royal College of Midwives](#)

[Royal College of Nursing](#)

[Society of Radiographers](#)

Definitions

Safeguarding	<p>Concern about the safety and /or well-being of:</p> <ul style="list-style-type: none"> • People in your placement environment • Yourself in the practice setting
Serious Incident	<p>In broad terms serious incidents are events in health and social care where the potential for learning is so great, or the consequence to patients, families and carers, staff or organisations are so significant, that they warrant using additional resources to mount a comprehensive response</p>

In the NHS these include:

Acts and/or omissions occurring as part of NHS-funded healthcare that result in:

- Unexpected or avoidable death of one or more people. This includes - suicide/self-inflicted death; and - homicide by a person in receipt of mental health care within the recent past.
- Unexpected or avoidable injury to one or more people that has resulted in serious harm; Unexpected or avoidable injury to one or more people that requires further treatment by a healthcare professional in order to prevent- the death of the service user; or - serious harm.
- Actual or alleged abuse; sexual abuse, physical or psychological ill-treatment, or acts of omission which constitute neglect, exploitation, financial or material abuse, discriminative and organisational abuse, self-neglect, domestic abuse, human trafficking and modern day slavery where healthcare did not take appropriate action/intervention to safeguard against such abuse occurring; or - where abuse occurred during the provision of NHS-funded care. This includes abuse that resulted in (or was identified through) a Serious Case Review (SCR), Safeguarding Adult Review (SAR), Safeguarding Adult Enquiry or other externally-led investigation, where delivery of NHS funded care caused/contributed towards the incident.

A full explanation of the NHS Serious Incident Framework is available [here](#)

You will be supported to raise your concern throughout the process and your confidentiality will be maintained– however you should recognise that you will not be able to remain anonymous in the process because your details will be required for any investigation that takes place.

If you are the person the student is reporting to...

- Support the student to complete the reporting form
- If the issue is practice related ensure the student has followed the local placement provider policy
- Notify the Programme Leader and relevant Associate Head of Department
- Complete the sections of the reporting form as indicated and monitor process as per timelines

If you are the Programme Leader of Associate/ Head of Department to whom the case is reported...

Consider reporting to HEE, PSRB, or other external stakeholder e.g. CQC, Ofsted or relevant Social Service Department.

[Practice Support Net](#)