Please complete this form as much as you can, but do not unduly delay submission for information gathering. This is a reporting form not a request for immediate action or any means of alerting the University to an emergency situation.

Key points when submitting a notification of concern:

1. Students highlighted through the notification process will be presenting with challenges and difficulties that are non-academic, that are either having or could have a significant impact on their studies if not supported, as well as on their overall health and wellbeing.
2. Students can request access to this information. Be sure that your concerns are expressed accurately and factually. You should not include opinion or speculation.
3. It may be necessary to disclose the source of the notification to the student in the course of supporting them and therefore where possible and appropriate it is good practice to let the student know that you are sufficiently concerned about them and that you are making a referral. However if you have a genuine concern and you cannot share this with the student (e.g. you are not able to get hold of them) do not let this put you off submitting the notification.
4. The notification will be accessed only by the Student Welfare team and the Counselling and Well- Being Service, through the [notificationofconcern@reading.ac.uk](mailto:notificationofconcern@reading.ac.uk) mail box and this mail box will be checked daily by the Duty Student Welfare Officer.

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| Details of the Student concern is about: | | | | |
| Student name: | | | Student number: | |
| School/Department:  Year Group (UG,PGT, PGR): | | Course attending: | | |
| Student Contact Details:  Telephone: | | Email address: | | |
| Does the student live in: | Halls: Yes / No Hall Name: | | | Private: Yes/No |

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| --- | --- |
| Details of member of staff raising concern: This is so we can keep you updated | |
| Name: | Contact details: |
| Role in relation to student: | |

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| --- | --- |
| Details of Academic team: This is so we can keep them updated | |
| Name of SDAT: |  |
| Have they been made aware of this concern for the student? Yes /No | |
| Name of Academic Tutor: If different from above | |
| For PGR students: Name of Supervisor and PGR Director: | |

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| Student Awareness |
| Is the student aware you are submitting a notification of concern?  Yes  No  Reasons if not aware? |

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| Nature of Concern: Please indicate the broad area of concern |
| Emotional/ mental health concerns  Withdrawn, isolated, disengaged  Substance misuse (drugs/alcohol)  Bullying/Harassment  Safeguarding/exploitation concerns  Accommodation and support issues  Family crisis or relationship issues  Bereavement  Health/medical  Victim of crime |

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| Description of concern: please use this space to explain your concerns based on observations of the student. You CAN share attendance records, missed exams, deadlines for work to be submitted etc. |
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| Action/s taken so far (include dates if possible): (e.g. Informed DDAT, SDAT, advised Graduate School, emailed / spoke to student (indicate number of times), informed Student Welfare Service/ Warden / Security/ SASMs) |
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| Assessment |
| On a scale of 1-5 (with 5 being high and 1 being low), in your opinion how likely is the raised concern for this student likely to impact upon their |
| Academic achievement: 1  2  3  4  5 |
| Own Welfare 1  2  3  4  5 |
| Colleagues (staff and student) welfare 1  2  3  4  5 |

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| What to do now: |
| Save this form for confidentiality on a non- shared drive or where it could be accessible to others. |
| For email Subject heading use – *Notification of student concern.* Then email this form to: \* The SASM for the student’s School (Emma Lewsey/Sarah Stuckey/Louise Coe)  \* Or if in Henley Business School – Rebecca Zamora  \*Graduate School include Catherine Hale and Katie Saxelby-Smith  \*ISLI contact – Clara Lauer  \*Copy in [notificationofconcern@reading.ac.uk](mailto:mentalhealth@reading.ac.uk)  \*For Library / UMASCS staff – please email only to the Director of ULCS and University Librarian |
| If you are an academic also copy in your SDAT for information only  An acknowledging email will be sent to the SASM, SDAT and the Staff member raising the concern within 72 hours of the form being received into the [notificationofconcern@reading.ac.uk](mailto:notificationofconcern@reading.ac.uk) email address. |

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| Student Welfare ONLY: | |
| Welfare Officer (Duty) |  |
| Welfare Officer (school) |  |
| Date form received |  |
| Date form actioned |  |

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| Student Welfare ACTION TAKEN: *(include dates in chronological order)* |
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