

Concerned about a Student?

Making a Notification of concern to the Student Welfare Team Guidance.

If you are concerned about a student, but there is no immediate risk to their wellbeing or safety you can alert the Student Welfare Team by making a **Notification of Student Concern** referral.

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 to the Student Welfare Team. 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.

Students can request access to this information. Be sure that your concerns are expressed accurately and factually. You should not include opinion or speculation.

Before you start

The Student of Concern form is for urgent situations (but not time critical in requiring an immediate response) for follow up support to be offered to students.

Encouraging students to seek support from the welfare team directly is encouraged and if a student is well enough and willing to access support on their own, we do not need a NOC referral.

Complete a Notification of Student of Concern referral when a student presents as:

- risk of harm to self or others/expressing suicidal thoughts/plans which they have not yet, or do not immediately intend to act upon.
- showing or reporting a rapid decline in mental wellbeing, expresses feeling of hopelessness or describes/appears to be struggling to keep up with their course.
- reports an urge to self-harm or a recent incident of self-harm or suicide attempt
- causing significant concerns to other students and staff
- Disengagement from contact for some time and you have concerns about their welfare
- Using very concerning language in discussion/academic work/EC requests
- You are concerned about safeguarding /abuse/exploitation
- Homeless or at risk of imminent homelessness.
- is understood to be at risk due to domestic or intimate partner violence or sexual assault.

The Student Welfare Team will follow up on receipt of your concern and will attempt to make contact with the student at the earliest opportunity to arrange an initial meeting and consider any necessary follow up support actions that maybe needed. The Welfare team monitors these notifications daily between 10am-4pm. Enquiries received after 4pm, at the weekends or on university closure days will not receive a response until the next working day.

If you are unsure about whether to refer a student or not, you can contact the Student Welfare Team duty line to talk about the situation **on 0118 378 4777**.

Submitting a Notification of Student of Concern Report

You can submit a Student of Concern report through [Student notification of concern form](#)

If you find you are not able to submit on online you can email:
notificationofconcern@reading.ac.uk

When submitting your report, please include the following information:

- Student name.
- Student number.
- Student programme of study
- Your relationship to the student
- A summary of your concerns
- Whether you have discussed this concern with the student
- Whether you have any additional documentation you wish to share with us

If the student in the moment is seriously unwell or you believe them to be in immediate danger of hurting themselves or others phone 999.

If the danger is on campus also call security on **0118 378 6300**. For a medical incident call security for first aid support or 999 for an ambulance.