

## Annex A – Key Contacts

Updated 22/04/2025

### Reporting [Safeguarding](#) Concerns

1. Any student or apprentice-related concerns may be reported using the [online reporting form](#) or immediate concerns through the University's Student Wellbeing Team: 0113 812 8507 or [studentwellbeing@leedsbeckett.ac.uk](mailto:studentwellbeing@leedsbeckett.ac.uk). Outside hours concerns should be directed to [Security](#) (who are available 24/7 on 0113 812 3165) to determine whether the concern constitutes a safeguarding matter or is better handled as a wellbeing concern. The Student Wellbeing Team will alert the Nominated Officer once concerns have been screened.
2. **In a situation where there is an immediate threat to life, do not delay contacting the emergency services by calling 999.**
3. Safeguarding matters will then be brought to the attention of the [Nominated Officer](#). The Nominated Officer (or deputy) will then invoke the reporting procedure.

#### Nominated Officer (and Institutional Prevent Lead):

1. University Registrar & Secretary, Michaela Boryslawskij  
Registrar & Secretary's Office  
0113 81 21508, [registrarsecretary@leedsbeckett.ac.uk](mailto:registrarsecretary@leedsbeckett.ac.uk)

#### Designated Safeguarding Officers (DSO):

##### Schools

2. Carnegie School of Education | [Jo Benn](#), School Manager, 0113 81 25991
3. School of Health | [Jim Boyne](#), Head of Subject, 0113 81 23053

##### Services

4. Estates & Facilities (including Security) | [Vicki Johnson](#), Associate Director, 0113 81 23278
5. Carnegie School of Sport / Carnegie Great Outdoors | [Jed Wright](#), Operations Manager, 0113 81 27498
6. Human Resources | [Kelly Brook](#), HR Manager, 0113 81 21421
7. **Student Services (Deputy)** | [Jo Jones](#), Director, **0113 81 26309**
8. Academic Quality Enhancement | [Lee Jones](#), Director, 0113 81 23611
9. **Registrar & Secretary's Office (Deputy)** | [Ros Mason](#), Head of Legal, Governance & Compliance, **0113 81 22251**
10. Beckett Sport | [Mark Dunstan](#), Head of Sport Operations, 0113 81 26183
11. Students' Union | [Neil Mackenzie](#), Chief Executive, 0113 81 25082
12. University Recruitment (Access and Widening Participation) | [Sarah Thomas](#), Access and Widening Participation Manager, 0113 81 24933
13. University Recruitment (including Summer Schools) | [Kat Garner](#), Global Engagement Coordinator, 0113 81 24920

<b>Local Safeguarding Point of Contacts (SPoCs):</b>	
<b>Schools</b>	
14. Carnegie School of Sport (CSS)	<a href="#">Nicola Queenan</a> , School Manager, 0113 81 27494
15. Leeds School of Arts	<a href="#">Faye Thompson</a> , School Manager, 0113 81 23581
16. Leeds Business School	<a href="#">Gareth Robertshaw</a> , School Manager, 0113 81 23439
17. Leeds Law School	<a href="#">Melissa Askew</a> , Head of Subject, 0113 81 26422
18. School of Built Environment, Engineering & Computing	<a href="#">David Haigh</a> , Head of Subject, 0113 81 27624
19. School of Humanities and Social Sciences	<a href="#">Lizzi Kijewski</a> , School Manager, 0113 81 25288
<b>Services</b>	
20. Admissions (Students)	<a href="#">Joe Rossiter</a> , Director of University Recruitment & Partnerships, 0113 81 23572
21. Accommodation Services (CARES)	<a href="#">Hannah Buschini</a> , Head of Accommodation & Residential Services, 0113 81 27350
22. Business Engagement (Degree Apprenticeships)	<a href="#">Adam Greenwood</a> , Associate Director University Degree Apprenticeships, 0113 81 26744
23. Business Engagement (Careers and Placement)	<a href="#">Laura Bielby</a> , Student Opportunities and Experiential Learning Manager, 0113 81 22848
24. Library Services	<a href="#">Russ Jones</a> , Head of Library Services and Operations, 0113 81 23488
25. Beckett Sport	<a href="#">Becky Labadini</a> , Operations Manager - Programme And Operations, 0113 81 29852
26. Beckett Sport	<a href="#">Kirsty Mcphee</a> , Academy Manager - Programme & Operations, 0113 81 23737
27. Beckett Sport	<a href="#">Paige Boothroyd</a> , Duty Manager - Programme & Operations, 0113 812 3737