Annex A – Key Contacts
Updated 16/07/2024

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. 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.

<table>
<thead>
<tr>
<th>Nominated Officer (and Institutional Prevent Lead):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. University Registrar &amp; Secretary, Michaela Borys开战ryj</td>
</tr>
<tr>
<td>Registrar &amp; Secretary’s Office</td>
</tr>
<tr>
<td>0113 81 21508, <a href="mailto:registrarsecretary@leedsbeckett.ac.uk">registrarsecretary@leedsbeckett.ac.uk</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Designated Safeguarding Officers (DSO):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools</td>
</tr>
<tr>
<td>2. Carnegie School of Education</td>
</tr>
<tr>
<td>3. School of Health</td>
</tr>
<tr>
<td>Services</td>
</tr>
<tr>
<td>4. CARES (including Security)</td>
</tr>
<tr>
<td>5. Carnegie Great Outdoors</td>
</tr>
<tr>
<td>6. Human Resources</td>
</tr>
<tr>
<td>7. Library &amp; Student Services</td>
</tr>
<tr>
<td>8. Academic Quality Enhancement</td>
</tr>
<tr>
<td>9. Registrar &amp; Secretary’s Office</td>
</tr>
<tr>
<td>10. Beckett Sport</td>
</tr>
<tr>
<td>11. Students’ Union</td>
</tr>
<tr>
<td>12. University Recruitment (Access and Widening Participation)</td>
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<tr>
<td>13. University Recruitment (including Summer Schools)</td>
</tr>
</tbody>
</table>
### Local Safeguarding Point of Contacts (SPoCs):

#### Schools

<table>
<thead>
<tr>
<th>No.</th>
<th>School</th>
<th>Contact Person</th>
<th>Title</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Carnegie School of Sport (CSS)</td>
<td>Nicola Queenan</td>
<td>Academic Services Manager</td>
<td>0113 81 27494</td>
</tr>
<tr>
<td>15</td>
<td>Leeds School of Arts</td>
<td>Faye Thompson</td>
<td>Academic Services Manager</td>
<td>0113 81 23581</td>
</tr>
<tr>
<td>16</td>
<td>Leeds Business School</td>
<td>Gareth Robertshaw</td>
<td>Academic Services Manager</td>
<td>0113 81 23439</td>
</tr>
<tr>
<td>17</td>
<td>Leeds Law School</td>
<td>Melissa Askew</td>
<td>Head of Subject</td>
<td>0113 81 26422</td>
</tr>
<tr>
<td>18</td>
<td>School of Built Environment, Engineering &amp; Computing</td>
<td>David Haigh</td>
<td>Head of Subject</td>
<td>0113 81 27624</td>
</tr>
<tr>
<td>19</td>
<td>School of Humanities and Social Sciences</td>
<td>Lizzi Kijewski</td>
<td>Academic Services Manager</td>
<td>0113 81 25288</td>
</tr>
</tbody>
</table>

#### Services

<table>
<thead>
<tr>
<th>No.</th>
<th>Service</th>
<th>Contact Person</th>
<th>Title</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Admission of Students</td>
<td>Denise Dixon-Smith</td>
<td>Head of Admissions</td>
<td>0113 81 21007</td>
</tr>
<tr>
<td>21</td>
<td>Accommodation Services (CARES)</td>
<td>Hannah Buschini</td>
<td>Accommodation &amp; Residential Services Manager</td>
<td>0113 81 27350</td>
</tr>
<tr>
<td>22</td>
<td>Business Engagement (Degree Apprenticeships)</td>
<td>Adam Greenwood</td>
<td>Associate Director University Degree Apprenticeships</td>
<td>0113 81 26744</td>
</tr>
<tr>
<td>23</td>
<td>Business Engagement (Careers and Placement)</td>
<td>Laura Bielby</td>
<td>Student Opportunities and Experiential Learning Manager</td>
<td>0113 81 22848</td>
</tr>
<tr>
<td>24</td>
<td>External Relations (conferences and events)</td>
<td>Vacancy (TBC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Library &amp; Student Services</td>
<td>Russ Jones</td>
<td>Advice Services Manager</td>
<td>0113 81 23488</td>
</tr>
<tr>
<td>26</td>
<td>Beckett Sport</td>
<td>Becky Labadini</td>
<td>Operations Manager - Programme And Operations</td>
<td>0113 81 29852</td>
</tr>
<tr>
<td>27</td>
<td>Beckett Sport</td>
<td>Kirsty Mcphee</td>
<td>Academy Manager - Programme &amp; Operations</td>
<td>0113 81 23737</td>
</tr>
<tr>
<td>28</td>
<td>Beckett Sport</td>
<td>Paige Boothroyd</td>
<td>Duty Manager - Programme &amp; Operations</td>
<td>0113 81 23737</td>
</tr>
</tbody>
</table>