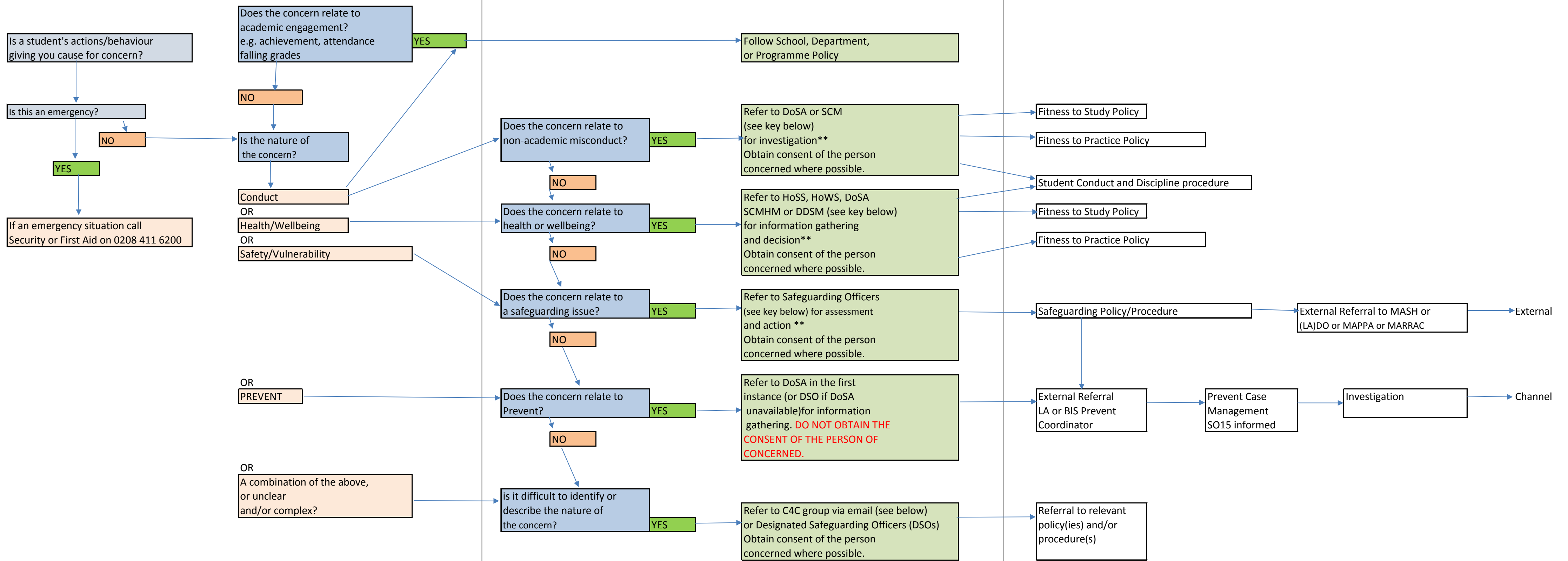


## STAGE ONE - where you have a concern about a student

## STAGE TWO - where the referral takes place, information is gathered, advice is sought and decisions made for action

## STAGE THREE - where the appropriate policy(ies) and/or procedure(s) are followed and applied, and further referrals may be made



\*\*Senior school staff briefed  
H&E School Leadership Office  
in the case of Professional Programmes

Each policy has appeal option and return to study option  
which is common across all procedures (where appropriate)

### STAGE ONE - To refer to Cause for Concern (C4C)

Referrals can be made by:  
Phone - contact 0208 411 6200 and ask for the DSO on duty  
Email - [cause4concern@mdx.ac.uk](mailto:cause4concern@mdx.ac.uk)  
Cause for concern meetings, where new referrals and progress with existing cases are discussed, take place weekly.  
The C4C team routinely discuss "closing the loop" with every case - agreeing who should be advised of each action agreed and strictly on a need to know basis.

### STAGE TWO - key of staff and teams receiving referrals

DoSA Director of Student Affairs - David Malpas ext. 15830 D.Malpas@mdx.ac.uk  
HoSSWB Head of Student Support & Wellbeing - Julie Crabb ext. 16790 J.Crabb@mdx.ac.uk  
SCMHM Student Counselling Mental Health Advisor  
DDSM Disability & Dyslexia Support Manager - Carol Clifford ext. 14406 C.Clifford@mdx.ac.uk  
SCM Student Casework Manager - Minda Rayit ext. 14601 M.Rayit@mdx.ac.uk  
Safeguarding Officers - Julie Crabb (Lead) and (Deputy) TBA  
C4C Cause for concern group

### STAGE THREE - key to external agents receiving referrals

MASH - Multi-Agency Safeguarding Hub (single point of contact to raise safeguarding concerns)  
(LA)DO - (Local Authority) Designated Officer (responsible officer for managing and overseeing concerns)  
MAPPA - Multi-Agency Public Protection Arrangements (violent or sexual offenders)  
MARAC - Multi-Agency Risk Assessment Conference (domestic violence and abuse)  
LA Prevent Coordinator - Local Authority Prevent Coordinator  
BIS Prevent Coordinator - Department of Business, Innovation and Skills FE/HE Prevent Coordinator  
SO15 - Metropolitan Police Counter Terrorism Command  
Channel (assess risk, develop support plan)