

# Accidents & Incidents

There are many precautions in place to keep everyone safe, but incidents occur that need to be dealt with by more than the people directly involved. ANGLO has a duty of care towards its staff, students and group leaders and trained staff are available 24/7 to assist.

If you witness or are informed of an 'incident' (incident = an unexpected event in which a member of staff, a student or group leader was involved and where harm or danger occurred or could have occurred) you are duty bound to report it.

Usually, your line manager is the first port of call. Report the incident to them. Equally, you may approach the Designated Safeguarding Person (DSP) at your centre; this is the Safeguarding & Welfare Officer or the Activity Manager. They can assist you.

Your line manager or DSP may advise you to complete an [Incident Report](#).

## Filing an Incident Report

Filing an incident report is easy. Go to the [Staff Hub > Safeguarding > Report Incident](#) page and complete the form.

If you have any issues, there are emergency contact details at the top of the form (though please make every effort to use the form).

## Reporting a Safeguarding Concern

The first port of call regarding a safeguarding concern is the DSP at centre. However, the senior Designated Safeguarding Lead (DSL) is available 24/7. There is a poster with this person's name and details in the Course and Teaching Office, on the [Staff Hub](#), and all students have this information on their student cards.

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