

## Annex A – Key Contacts

Updated 26/04/2024

### 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](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:

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	<a href="#">Jo Benn</a> , Professional Placement Team Leader (Education), 0113 81 25991
3. Carnegie School of Education	<a href="#">Suzanne Corazzi</a> , Senior Lecturer, 0113 81 23647
4. School of Health	<a href="#">Jim Boyne</a> , Head of Subject, 0113 81 23053

##### Services

5. CARES	<a href="#">Ryan Hill</a> , Head of Facilities Management City Campus, 0113 81 29785
6. CARES	<a href="#">Vicki Johnson</a> , Associate Director, 0113 81 23278
7. Carnegie Great Outdoors	<a href="#">Jerad Wright</a> , Principal Outdoor Instructor, 0113 81 27498
8. Human Resources	<a href="#">Kelly Brook</a> , HR Manager, 0113 81 21421
<b>9. Library &amp; Student Services</b>	<b><a href="#">Jo Jones</a>, Associate Director, 0113 81 26309</b>
10. Quality Assurance Services	<a href="#">Lee Jones</a> , Director of Quality, 0113 81 23611
<b>11. Registrar &amp; Secretary's Office</b>	<b><a href="#">Kate Harvey</a>, Governance Services Manager, 0113 81 23006</b>
12. Sport & Active Lifestyles	<a href="#">Mark Dunstan</a> , Head of Sport, 0113 81 26183
13. Students' Union	<a href="#">Neil Mackenzie</a> , Chief Executive, 0113 81 25082
14. University Recruitment (Access and Widening Participation)	<a href="#">Sarah Thomas</a> , Access and Widening Participation Manager, 0113 81 24933
15. University Recruitment (including Summer Schools)	<a href="#">Kat Garner</a> , Global Engagement Coordinator, 0113 81 24920

**Local Safeguarding Point of Contacts (SPOCs):****Schools**

16. Carnegie School of Sport (CSS)	<a href="#">Nicola Queenan</a> , Academic Services Manager, 0113 81 27494
17. CSS (ETHM)	<a href="#">Faye Thompson</a> , Academic Services Manager, 0113 81 23581
18. Leeds Business School	<a href="#">Gareth Robertshaw</a> , Academic Services Manager, 0113 81 23439
19. Leeds Law School	<a href="#">Melissa Askew</a> , Head of Subject, 0113 81 26422
20. Leeds School of Arts	<a href="#">Frazer Shelton</a> , Academic Services Manager, 0113 81 21900
21. School of Built Environment, Engineering & Computing	<a href="#">David Haigh</a> , Head of Subject, 0113 81 27624
22. School of Humanities and Social Sciences	<a href="#">Lizzi Kijewski</a> , Academic Services Manager, 0113 81 25288

**Services**

23. Admission of students	<a href="#">Denise Dixon-Smith</a> , Head of Admissions, 0113 81 21007
24. Accommodation Services (CARES)	<a href="#">Hannah Buschini</a> , Accommodation & Residential Services Manager, 0113 81 27350
25. Business Engagement (Degree Apprenticeships)	<a href="#">Adam Greenwood</a> , Associate Director University Degree Apprenticeships, 0113 81 26744
26. Business Engagement (Careers and Placement)	<a href="#">Laura Bielby</a> , Student Opportunities and Experiential Learning Manager, 0113 81 22848
27. External Relations (conferences and events)	<a href="#">Clare Vidler</a> , Events & Partnerships Manager, 0113 81 21906
28. Library & Student Services	<a href="#">Russ Jones</a> , Advice Services Manager, 0113 81 23488
29. Sport & Active Lifestyles Programme & Operations, 0113	<a href="#">Becky Labadini</a> , Operations Manager -
30. Sport & Active Lifestyles	<a href="#">Kirsty Mcphee</a> , Academy Manager - Programme & Operations, 0113 81 23737
31. Sport & Active Lifestyles	<a href="#">Paige Boothroyd</a> , Duty Manager - Programme & Operations, 0113 812 3737