

## Key Activities and Contacts

### Guidance for staff

The majority of student concerns in a Higher Education context, and where students are over the age of 18, are **wellbeing or welfare** concerns rather than safeguarding ones. These should be referred to Student Services, rather than to a Designated Safeguarding Officer or Safeguarding Point of Contact. Contact the **Student Wellbeing Team on 0113 8125807 or email: [studentwellbeing@leedsbeckett.ac.uk](mailto:studentwellbeing@leedsbeckett.ac.uk)** for consultancy and advice regarding any student concern. Alternatively, contact the Director or Associate Director of Student Services, as per contact details below.

A representative from Student Services should always be consulted before the contacting the Nominated Officer.

#### Nominated Officer:

Caroline Thomas  
University Secretary  
0113 81 27007  
[C.M.Thomas@leedsbeckett.ac.uk](mailto:C.M.Thomas@leedsbeckett.ac.uk)

#### Designated Safeguarding Officers:

Jan Daley 0113 81 25773 <a href="mailto:j.daley@leedsbeckett.ac.uk">j.daley@leedsbeckett.ac.uk</a>	Associate Director, Student Services
Lorraine Foster, Security Manager 0113 81 23263 <a href="mailto:l.foster@leedsbeckett.ac.uk">l.foster@leedsbeckett.ac.uk</a>	Security Manager, CARES
Vikki Hassett 0113 812 7404 <a href="mailto:v.hassett@leedsbeckett.ac.uk">v.hassett@leedsbeckett.ac.uk</a>	Academic Services Manager Carnegie School of Education
Vicki Johnson 0113 81 23278 <a href="mailto:V.J.Johnson@leedsbeckett.ac.uk">V.J.Johnson@leedsbeckett.ac.uk</a>	Head of Operations, CARES Administration
Sally Nickson 0113 81 25118 <a href="mailto:s.nickson@leedsbeckett.ac.uk">s.nickson@leedsbeckett.ac.uk</a>	Head of Sport & Active Lifestyles
Priscilla Preston 0113 81 23949 <a href="mailto:p.p.preston@leedsbeckett.ac.uk">p.p.preston@leedsbeckett.ac.uk</a>	Director of Student Services
Charlotte Renwick 0113 81 23882 <a href="mailto:c.j.renwick@leedsbeckett.ac.uk">c.j.renwick@leedsbeckett.ac.uk</a>	Associate Director, Marketing & UK Student Recruitment
Mark Robinson 0113 81 28625 <a href="mailto:M.C.Robinson@leedsbeckett.ac.uk">M.C.Robinson@leedsbeckett.ac.uk</a>	Director, Carnegie Great Outdoors

## Local Safeguarding Point of Contacts (SPoCs):

<b>School-based Activity</b>	
including field trips, residentials, course placements, enrolment of under- 18s, and research projects	
School of Art, Architecture and Design	Frazer Shelton, Academic Services Manager 0113 81 21900 <a href="mailto:F.Shelton@leedsbeckett.ac.uk">F.Shelton@leedsbeckett.ac.uk</a>
School of Built Environment and Engineering	David Haigh, Head of Subject 0113 81 27624 <a href="mailto:d.p.haigh@leedsbeckett.ac.uk">d.p.haigh@leedsbeckett.ac.uk</a>
Leeds Business School	Joanna Smith, Head of Subject 0113 81 26588 <a href="mailto:j.a.smith@leedsbeckett.ac.uk">j.a.smith@leedsbeckett.ac.uk</a>
School of Clinical and Applied Sciences	Helen White, Head of Subject 0113 81 24994 <a href="mailto:h.white@leedsbeckett.ac.uk">h.white@leedsbeckett.ac.uk</a>
School of Computing, Creative Technologies and Engineering	TBC
School of Cultural Studies and Humanities	Tina Rawcliffe, Academic Services Manager 0113 81 25983 <a href="mailto:t.rawcliffe@leedsbeckett.ac.uk">t.rawcliffe@leedsbeckett.ac.uk</a>
Carnegie School of Education	Vikki Hassett, Academic Services Manager 0113 812 7404 <a href="mailto:v.hassett@leedsbeckett.ac.uk">v.hassett@leedsbeckett.ac.uk</a>
School of Events, Tourism and Hospitality Management	Faye Thompson, Academic Services Manager 0113 81 23581 <a href="mailto:f.thompson@leedsbeckett.ac.uk">f.thompson@leedsbeckett.ac.uk</a>
School of Film, Music and Performing Arts	Steph Lapidus, Academic Services Manager 0113 812 3661 <a href="mailto:s.lapidus@leedsbeckett.ac.uk">s.lapidus@leedsbeckett.ac.uk</a>
School of Health and Community Studies	Tracey Race, Course Director 0113 81 24345 <a href="mailto:t.race@leedsbeckett.ac.uk">t.race@leedsbeckett.ac.uk</a>
Leeds Law School	Melissa Askew, Head of Subject 0113 81 26422 <a href="mailto:m.askew@leedsbeckett.ac.uk">m.askew@leedsbeckett.ac.uk</a>
School of Social Sciences	Lizzi Kijewski, Academic Services Manager 0113 81 25288 <a href="mailto:E.Kijewski@leedsbeckett.ac.uk">E.Kijewski@leedsbeckett.ac.uk</a>
Carnegie School of Sport	Chris Wolsey, Principal Lecturer 0113 81 23674 <a href="mailto:c.wolsey@leedsbeckett.ac.uk">c.wolsey@leedsbeckett.ac.uk</a>
Department of Languages	Stuart Morris, Languages Administration Manager 0113 81 24791 <a href="mailto:S.S.Morris@leedsbeckett.ac.uk">S.S.Morris@leedsbeckett.ac.uk</a>

<b>Corporate Services</b>	
Admission of students	Denise Dixon-Smith, Head of Admissions 0113 81 21007 <a href="mailto:d.dixon-smith@leedsbeckett.ac.uk">d.dixon-smith@leedsbeckett.ac.uk</a>
Accommodation Services	Hannah Buschini, Accommodation & Residential Services Manager 0113 81 27350 <a href="mailto:h.buschini@leedsbeckett.ac.uk">h.buschini@leedsbeckett.ac.uk</a>
Collaborative Provision	Lee Jones, Associate Director 0113 81 23611 <a href="mailto:L.G.Jones@leedsbeckett.ac.uk">L.G.Jones@leedsbeckett.ac.uk</a>

Human Resources	Sarah Churchill, HR Officer 0113 81 26305 <a href="mailto:S.H.Churchill@leedsbeckett.ac.uk">S.H.Churchill@leedsbeckett.ac.uk</a>
International recruitment and partnerships	Chloe Hudson, Head of Exchanges, Study Abroad and Volunteering 0113 81 23039 <a href="mailto:c.hudson@leedsbeckett.ac.uk">c.hudson@leedsbeckett.ac.uk</a>
Libraries and Learning Innovation	Russ Jones, Advice Services Manager 0113 81 23488 <a href="mailto:R.A.Jones@leedsbeckett.ac.uk">R.A.Jones@leedsbeckett.ac.uk</a>
Outreach Activity	Sarah Derbyshire-Thomas, Access and Widening Participation Manager 0113 81 24933 <a href="mailto:s.derbyshire@leedsbeckett.ac.uk">s.derbyshire@leedsbeckett.ac.uk</a>
Sport and Active Lifestyles	Mark Dunstan, Assistant Head of Sport. <a href="mailto:M.Dunstan@leedsbeckett.ac.uk">M.Dunstan@leedsbeckett.ac.uk</a>