Worried about a member of staff?

Changes in behaviour/appearance uncharacteristically:

- Inappropriate behaviour towards others
- Erratic, withdrawn or anxious
- Lack of self-care

Changes in performance:

- Unexplained absence from the workplace
- Repeated missed deadlines
- Unexplained change in level of performance

Other Information

- Isolation from family - significant difficulties in adapting to life in the UK or at the University
- Concerns expressed by colleagues working with the individual
- Cultural or religious isolation, especially someone actively avoiding a more diverse group of people
- Potential political activism or the possession of literature advocating extremist views or actions

Grounds for immediate concern?

No

For concerns about staff, where it is perceived there is no immediate threat, contact the relevant Senior HR Business Partner.

The Senior HR Business Partner will liaise with the Director of HR & OD or in her absence the Head of HR Compliance, Policy and Data/ Head of HR Operations and where appropriate an investigation will be undertaken, which may require a referral to the external authorities.

The Security Controller and Prevent Lead will be advised, as appropriate.

Yes

Cranfield site - Where an individual is thought to be at imminent risk of harm to themselves or others, contact the University's Security Team – 2222 who will attend the scene and where appropriate mobilise the police or other emergency services. If you contact the emergency services direct, you should inform Security immediately that emergency personnel will be attending the site.

Shrivenham Site - Where an individual is thought to be at imminent risk of harm to themselves or others, contact the Defence Academy Security – 2222 who will attend the scene and where appropriate mobilise the police or other emergency services.

Security will contact the Director of HR & OD and the Security Controller or nominated contact to inform them of the situation.

HR & OD to inform the Prevent Lead.