

Raising a Concern

Quick reference for students

Use the University Raising Concerns form if you are worried about a placement environment or another student. We will take your concern seriously, review the information and arrange the appropriate support or action.

If anyone is at immediate risk, do not wait for the form. Tell the person in charge, follow the placement's urgent reporting process and move to a safe place if necessary. Contact your University course team as soon as you are safe.

Concern about a placement	Concern about another student
• Where you feel safe, raise the concern with your practice supervisor, assessor, educator or manager first. • If you do not feel psychologically safe to raise it locally, use the form and the University will support and advocate for you. • You can submit during the placement or afterwards, although early reporting helps us act sooner. • Select the theme that best fits and explain any risk to students, staff, patients or the public. • Include what you have already done and any response you received.	• Use the same form if you are worried about another student's practice, conduct, professional behaviour, health or wellbeing. • Give a factual account of what you saw, heard or experienced. Do not investigate the matter yourself. • If there is an immediate safety concern, tell the person in charge before submitting the form. • Raising a concern does not automatically lead to Fitness to Practise action. • The University will decide what support, local action or formal process is appropriate.

Completing the form

- Provide your contact details, programme, placement area, relevant dates and a clear description of what happened.
- Include names only where necessary and attach evidence if available, such as emails, notes, photographs or a timeline.
- Submit the form even if you do not yet have every piece of evidence. We can contact you for more information.

Confidentiality and your involvement

The form is not anonymous because we need to contact and support you. Your identity will only be known by key people. We will normally speak with you before sharing your identity with the placement provider, unless information must be shared to protect someone from harm or meet a legal or professional duty.

We may ask you to provide a statement or further evidence. We will explain why and support you, but your continued involvement may be necessary so the concern can be investigated and resolved.

What happens next

You will receive an acknowledgement. The Lead for Practice Education or a Head of Subject will normally triage the concern within 24 hours or the next working day, assess any immediate risk and contact the relevant people. We will keep you informed where possible, although confidentiality may limit the detail we can share about another person.

Raising Concerns webpage and form: [Raising Concerns - University of Suffolk](#)

Practice Education: practice.education@uos.ac.uk