

## Exceptional Reporting of Serious Concerns/Incidents

1. Reports of any Serious Incident(s) occurring within OR concerns raised including by CQC/OFSTED relating to any organisation that currently provides placement learning opportunities to students of health and/or social care must be shared with the university (contact Heidi Cheung, Director of Placement Learning [h.cheung@shu.ac.uk](mailto:h.cheung@shu.ac.uk)).

University also informs other HEIs whose students also use the placement.

2. Information and evidence requested by Professional and Statutory Regulatory Body (PSRB).
3. Designated senior representatives of the placement provider organisation and HEI will discuss and agree:
  - i. Actions being taken forward;
  - ii. Any additional actions to be progressed, including monitoring of action; and
  - iii. Lessons learnt from concern or issue to inform enhancements within provider organisation/HEI/both

**Director of Placement Learning must be notified.**

4. HEIs to follow current requirements for Exceptional Reporting of Concerns/Incidents and Actions to PSRB using Sheffield Hallam University Exceptional Reporting Form AND HEE using designated reporting process (contact Heidi Cheung, Director of Placement Learning [h.cheung@shu.ac.uk](mailto:h.cheung@shu.ac.uk) or Judy Redman [j.h.redman@shu.ac.uk](mailto:j.h.redman@shu.ac.uk)).
5. If there is any change of circumstance, any further reports of serious concerns/incidents relating to a specific placement OR actions taken to address concerns/incidents have not been successful, updated Exceptional Report to be provided to appropriate PSRB and Health Education England (HEE). [Return to 3 above]