

Concerned Colleague Form

This information will be treated as confidential. It will be stored securely and deleted in a timely way. It should be emailed to me, or given in hard copy, FAO Dr Suman Rice, Coordinator of the Personal System, IMBE, Hunter 6. Email concernedcolleague@sgul.ac.uk In my absence, the form may be seen by specifically chosen senior colleagues, also involved in pastoral support.

Your name:	Your colleague's name:
Your course:	Your colleague's course:
Your sgul email address:	Your colleague's sgul email address:

Use this space to tell me about why you are worried about your colleague.

Tick here if you are willing for your colleague to see these notes

Members of staff who may be involved/ know your colleague.	Department

Would you be willing to discuss your colleague further, over the phone or face to face?	Yes / No
If a decision is made to contact your colleague, may I say who alerted me to their difficulties?	Yes /No
Would you like me to say a 'concerned colleague.' has been in touch?	Yes / No

Student Signature:	Date:
Student's Name:	Date: