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| **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*](mailto:concernedcolleague@sgul.ac.uk) *In my absence, the form may be seen by specifically chosen senior colleagues, also involved in pastoral support.* |

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| Your name: | Your colleague’s name: |
| Your course: | Your colleague’s course: |
| Your sgul email address: | Your colleague’s sgul email address: |
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| 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 □ | |

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

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| Student Signature: | Date: |
| Student’s Name: | Date: |