



SAFEGUARDING CONCERN: STAFF GUIDANCE

Purpose

This procedure outlines the actions all staff must take if they witness, receive, or suspect a safeguarding concern involving a learner, visitor, colleague, or member of the public.

What is a Safeguarding Concern?

A safeguarding concern may include:

Abuse & Neglect

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse or exploitation
- Domestic abuse
- Financial abuse
- Neglect

Any situation where a person appears at risk of harm

Personal Wellbeing

- Self-harm or suicidal thoughts
- Substance misuse

Community Risks

- Bullying, harassment or discrimination
- Modern slavery or trafficking
- Radicalisation or extremism



If a Concern is Reported to You

1. Stay calm and listen carefully.
2. Take the concern seriously.
3. Do not promise confidentiality.
4. Reassure the individual that they have done the right thing by speaking up.
5. Do not investigate or ask leading questions.
6. Record only the facts as reported.
7. Report the concern immediately to the Designated Safeguarding Lead (DSL).

If There is Immediate Danger

If you believe someone is at immediate risk of serious harm:

- Call 999 immediately
- Inform the DSL as soon as possible
- Complete a safeguarding report after emergency services have been contacted



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Recording the Concern

Record:

- Date and time
- Name of person involved
- What was seen, heard or disclosed
- Any actions taken
- Your name and signature



Only record factual information. Do not include personal opinions or assumptions.

Reporting

All safeguarding concerns must be reported immediately to our DSLs:

- **Suzanne Pickering:** 07780 677496 / Suzanne@liffgroup.co.uk
- **Neil Brown:** 07395 034940 / Neil.Brown@petersmythe.co.uk

Remember

- Safeguarding is everyone's responsibility
- Never ignore a concern
- Report concerns immediately
- Maintain confidentiality and share information only with those who need to know
- If in doubt, report it



"If you see something, hear something, or suspect something – report it."