



SAFEGUARDING SPOTLIGHT: QUICK GUIDE FOR STAFF

Safeguarding is everyone's responsibility. If you see something, hear something, or suspect something - report it.

Here is your quick-reference guide on what to do if you have a concern regarding a learner, visitor, or colleague.

What is a Safeguarding Concern?

Abuse & Neglect

Physical, emotional, sexual, financial, or domestic abuse

Personal Wellbeing

Self-harm, suicidal thoughts, or substance misuse

Community Risks

Bullying, harassment, radicalisation, modern slavery, or discrimination

Any situation where a person appears at risk of harm

The 4-Step Action Plan

1

Listen & Reassure

Stay calm and listen carefully. Do not promise confidentiality - explain that you must pass this on to keep them safe.

2

Stick to the Facts

Record exactly what was seen or heard. Do not investigate or ask leading questions.

3

Report Immediately

Pass the information directly to a Designated Safeguarding Lead (DSL).

4

Immediate Danger?

If someone is at immediate risk of harm, call 999 first, then inform the DSL.

Your Safeguarding Team

If you have a concern or need advice, contact your DSLs immediately:

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



Need more details? For the full Safeguarding Policy, please visit The Hub.