# Safeguarding: who to tell

Write in your own names and numbers, then print and display

| | | |
|---|---|---|
| Designated safeguarding lead | Name | Contact |
| Deputy safeguarding lead | Name | Contact |
| Prevent single point of contact | Name | Contact |
| Health and safety lead | Name | Contact |
| Local authority safeguarding team | Name | Contact |
| Out of hours / emergency contact | Name | Contact |

## If someone is in immediate danger

Call 999. Do not wait for a manager. Then tell the designated safeguarding lead as soon as you safely can, and write down what you saw and heard in the words used, with the date and time.

Record what you were told, not what you concluded. Do not promise to keep it secret, and do not investigate it yourself.