

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.