



Pontygwaith Primary School –

Safeguarding

Designated Safeguarding Lead (DSL): Rhian Scott

Safeguarding Lead Governor: Mark Adams

Deputy / Additional Safeguarding Officers: *See posters displayed around school Paula Chaffe, Allyson Donovan, Lana Martin, Nicola Morgan, Anne Roberts-Morgan, Keira Pike*

If you are concerned about a child

1. Recognise

Be alert to:

- **Physical signs** – unexplained injuries, frequent injuries, deterioration in hygiene or appearance
- **Emotional signs** – anxious, withdrawn, unusually aggressive, sudden behaviour changes
- **Neglect indicators** – tiredness, hunger, poor attendance, unsuitable clothing
- **Disclosure** – the child tells you something worrying, directly or indirectly
- **Concerns about a parent/carer** – behaviour, comments, substance misuse
- **Online concerns** – inappropriate contact, worrying online activity, unsafe content

Remember: You *do not* need to be certain. Suspicion **is enough** to report.

2. Respond

If a child tells you something:

- **Listen carefully** – do not promise confidentiality
- **Stay calm** – don't show shock or disbelief
- **Use open questions only if needed** ("Tell me...", "Explain...", "Describe...")
- **Don't investigate** or ask leading questions
- **Reassure** the child that they've done the right thing
- **Take it seriously**

3. Report (Immediately)

- Report your concern to **Rhian Scott (DSL)** *as soon as possible*, in person if urgent.
- If DSL is unavailable, contact another **named Safeguarding Officer** (see signs around school).
- **If a child is at immediate risk:** call **999**.



4. Record

Complete a written safeguarding record **as soon as possible**, ideally within **10–15 minutes**:

- Stick to **factual information**
- Record the **exact words** used by the child if they disclosed
- Include **dates, times, and who was present**
- State **what you saw, heard, or noticed** – not assumptions
- Sign and date your record
- Submit via the school's safeguarding system (My Concern) and to the DSL as instructed

Do NOT keep a personal copy of safeguarding notes.

5. Follow-Up

- The DSL will decide next steps (referral to Social Services, etc.)
- You may be asked for further information, but **you will not investigate** yourself
- Continue to monitor the child and record new concern

Key Reminders

- **Safeguarding is EVERYONE'S responsibility.**
- **Never ignore** a concern, big or small.
- **Never promise confidentiality.**
- **Always report concerns the same day.**
- **If in doubt → speak to the DSL.**