



Department  
for Education

Statutory guidance

# Part one: overview for all staff

Updated 7 July 2026

**Applies to England**

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This publication is available at <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2/part-one-overview-for-all-staff>

This is an overview of Part one: safeguarding information for all staff (<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>). It is intended to complement, not replace, any part of the guidance.

All staff must read Part one in full and follow their school or college's safeguarding policies and procedures.

## Core principles

Safeguarding is everyone's responsibility, remember "it could happen here."

Maintain a child-centred approach – always consider what is best for the child.

Children need the right help at the right time.

Schools and colleges are part of a wider safeguarding system alongside children's social care, the police and health services.

# What you need to know

Be aware of the safeguarding systems in your school or college.

Know your designated safeguarding lead (DSL), their deputy and their roles.

Complete any required safeguarding training and refreshers.

Understand community-based early help and statutory referrals processes, for example children's social care, including when and how to refer to them.

Know the different types of abuse, neglect and exploitation, including online harms, to help identify children who may be in need of help or protection.

Recognise indicators such as changes in behaviour or attendance, injuries, disclosures, or online threats.

Be aware of children who may benefit from intervention or early help.

# What you need to do

Act immediately on any concern – do not delay.

Report concerns to the DSL or deputy without delay.

Follow your school or college's child protection policy.

If a child is in immediate danger, call 999.

# Information sharing

Data protection is not a barrier to safeguarding. Share and record information when necessary to protect a child.

# Record keeping

Make sure every concern includes:

- a summary
- actions taken
- decisions made
- the rationale for decisions
- any outcomes

# Safeguarding concerns and allegations about staff

Use your school or college procedure to manage any safeguarding concern or allegation (no matter how small) about staff members.

This includes supply staff, trainee teachers, volunteers, and contractors.

# Whistleblowing

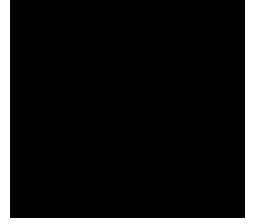
If you are concerned about any safeguarding practice, speak to the DSL or deputy.

If you feel unable to raise concerns internally, contact the NSPCC Whistleblowing Advice Line: 0800 028 0285.



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