

# Keeping children safe in education: Part one – staff quick reference

**This is a summary only.** All staff must read Part one of KCSIE 2026 in full and follow their school or college’s safeguarding 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.
- 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 like changes in behaviour or attendance, injuries 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 – report concerns to the DSL or deputy.
- Follow your school or college 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

- Ensure every concern includes: a summary, actions taken, decisions made, the rationale for decisions, and outcomes.

## Staff behaviour

- Report concerns about staff behaviour to your headteacher or principal.

## Whistleblowing

- If you are concerned about any safeguarding practice, speak to the DSL or their deputy.
- If you feel unable to raise concerns internally, contact the NSPCC Whistleblowing Advice Line: 0800 028 0285.