



PSIS GUARDIAN

INTERNATIONAL PORTAL



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PSIS GUARDIAN PROTECT • SUPPORT • INSPIRE • SAFEGUARD

MODULE 4 – SECTION B

REPORTING AND RECORDING SAFEGUARDING CONCERNS



SAFE
RESPECTFUL
INCLUSIVE
TOGETHER



INTRODUCTION

When a safeguarding concern is identified or a disclosure is made, information must be reported and recorded accurately to ensure appropriate action can be taken.



KEY PRINCIPLES TO REMEMBER

- ✓ Record facts, not opinions.
- ✓ Use the individual's own words.
- ✓ Record information as soon as possible.
- ✓ Sign and date records.
- ✓ Keep information secure and confidential.



WHAT TO RECORD

- 📅 Date and time
- 👤 Person involved
- 💬 Exact words spoken
- 👁️ Observations and concerns
- 🩹 Visible injuries
- ☎️ Actions taken and who was informed

WHAT NOT TO DO

- ✗ Investigate yourself.
- ✗ Delay reporting.
- ✗ Alter records.
- ✗ Share information unnecessarily.
- ✗ Include assumptions or opinions.



REPORTING PROCESS

1 IDENTIFY CONCERN



Be alert to signs, behaviours or disclosures that may indicate abuse or harm.

2 RECORD FACTS



Write down what was seen, heard or said as soon as possible.

3 REPORT TO DSO



Report immediately to the Designated Safeguarding Officer (DSO) without delay.

4 RISK ASSESSMENT



The DSO reviews the information and assesses the level of risk.

5 REFERRAL IF REQUIRED



Referral is made to the appropriate agencies if the risk is high or ongoing.

6 ONGOING SUPPORT



Provide ongoing support and monitor the individual's well-being.



REMEMBER

RECOGNISE • RECORD • REPORT • PROTECT

Your response can help keep a child or vulnerable adult safe.
Report concerns promptly – you are not alone.



LEARNING OUTCOMES

By the end of this section learners will be able to:

- ✓ Explain the importance of safeguarding records.
- ✓ Identify what information should be recorded.
- ✓ Follow reporting procedures correctly.
- ✓ Maintain confidentiality while protecting individuals from harm.



Safeguarding is everyone's responsibility. Together we can create safe environments for all children and vulnerable adults.

**BE AWARE. BE RESPONSIBLE.
BE THE REASON A CHILD IS SAFE.**



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RECOGNISE



RESPOND



REPORT



PROTECT



Working together
for safe environments
for all children and
vulnerable adults.