

# Speak out. Stay safe.



Llywodraeth Cymru  
Welsh Government

**Safeguarding is everyone's responsibility.**

If a child tells you that they or another young person is being abused or neglected, you should:

- show the child that you've heard what they are saying, and that you take it seriously
- encourage the child to talk, but don't prompt or ask leading questions
- explain what actions you must take, in a way that is right for their age and understanding
- write down what you've been told, using the exact words if possible, as soon as you can
- make a note of the date, time, place and people who were present at the discussion.

You should not:

- interrupt when the child is telling you events
- make the child repeat it all again and again
- promise to keep it secret
- confront the alleged abuser.

Always discuss concerns with the designated senior person (DSP) in your school.

**Your DSP is:**

