



Local Safeguarding Procedures

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DSL	Ruth Noall
Deputy DSLs	Emma Dando, Catherine Steadman, Monika Rich
Safeguarding Governor	Hazel Soper

SWCPP - <https://www.proceduresonline.com/swcpp/>

Bath and North East Somerset - BCSSP

<https://bcssp.bathnes.gov.uk/professional-working-guidance-policies-procedures>

Local Procedures

Safeguarding and promoting the wellbeing of all students is of prime concern to Peasedown St John Primary school. This policy aims to ensure that adequate arrangements are in place to identify, assess, refer and support those children who are, or are at risk of, suffering harm, through working together with other agencies and establishing an environment where children feel safe and are able to grow and achieve.

The school follows the Midsomer Norton Schools Partnership Trust wide Child Protection policy. All staff, governors, contractors and volunteers should be aware of this policy as well as the Trust's Safeguarding policy.

- The school uses the electronic system MyConcern to log incidents.
- All staff have had training on how to use the system.
- All teaching staff, teaching assistants and office staff are able to log into the system to record a concern. SLT will receive notification and be able to follow up the concern.
- In the event that staff cannot access MyConcern, they must report a concern using a 'cause for concern' sheet. This is available as a paper copy in the School office, DSL office and in the staff room.
- Staff who log concerns of high priority are trained to also speak to the DSL or a deputy DSL in person, as well as electronically logging the concerns.
- All relevant documents are scanned and added to MyConcern, to ensure the records are up to date and stored in chronological order.
- Paper files from previous years (before MyConcern) are locked away in the DSL office. Only SLT has access to this file.
- Online referrals to children's social care are completed by RN or ED.
- Core group/ CP conferences are attended by ED or RN.
- Annual safeguarding audits are completed by RN, in line with Ofsted requirements.
- The Inclusion Team meets regularly to discuss any CP/ safeguarding concerns.
- RN meets with Alison Richards and Hazel Soper each term to discuss the SCR.
- RN meets with Hazel Soper each term to discuss Safeguarding.
- RN liaises with Sharon Crane with regard to any policy updates.
- RN attends MAT DSL/Safeguarding meetings.
- All school staff attend annual safeguarding training, as well as receiving safeguarding updates from DSLs throughout the year.
- Localised contextual risks identified by DSL and communicated to all relevant staff and the appropriate training provided to mitigate safeguarding risk.
- Local Safeguarding procedures will be reviewed and updated annually or earlier as and when required.