



Local School Safeguarding Procedures

Executive Headteacher	Mrs Michelle Parsons
Head of School	Mr Mark Cox
DSL	Mr Mark Cox
CP Officer(s)/Deputy DSL	Mrs Claire Brewer / Mr David Finlay / Mrs Janice Purnell
SCR Administrator	Mrs Natalie Radcliffe
Safeguarding Governor	Mr Toby Simon
SWCPP - https://www.proceduresonline.com/swcpp/	
Bath and North East Somerset - BCSSP https://bcssp.bathnes.gov.uk/professional-working-guidance-policies-procedures	
Local Procedures	
<p>Safeguarding and promoting the wellbeing of all students is of prime concern to the 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.</p> <p>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. However, you need to be aware of the procedures that St Mary's Church of England Primary School follow if a child makes a disclosure:</p> <ul style="list-style-type: none"> ● St Mary's Church of England Primary School use the electronic system MyConcern to log incidents. ● All teaching staff have had CP training on how to use the system. ● All teaching staff members are able to log into the system to log a concern. MC, CB, DF and JP receive notifications of all concerns and be able to follow up the concern. Tasks are set to class teachers or Teaching Assistants as appropriate. ● Other staff members log concerns on green safeguarding forms, located in the staffroom, and then hand to either the DSL or Deputy DSL to record onto MyConcern. Green forms are filed securely with access limited to DSL and Deputy DSL's ● Staff who log concerns of high priority are trained to also speak to the DSL or Deputy DSL's in person as well as electronically logging the concerns. This ensures that staff are fully aware of a high priority concern in 'real time' and are able to action immediately. ● All associated documents are scanned and logged on pupils' MyConcern file to ensure the profile is up to date and stored in chronological order. ● Paper files from previous years (before electronic system) are locked away. Only MC, CB, DF and JP have access to this file. ● C2 forms are completed by CB or MC. ● Core group/ CP conferences are attended by MC, CB or DF. 	



- Annual safeguarding audits are completed by MC, CB and DF and are done so in line with Ofsted requirements.
- In the absence of MC, CB or DF becomes the DSL. (They are also DLS trained).
- The SLT meet regularly to discuss CP/ safeguarding concerns.
- MC / CB / DF meet regularly with the safeguarding governor to discuss CP/ safeguarding concerns.
- MC meets with safeguarding governor to discuss Single CR.
- MC liaises with Sharon Crane with any policy updates.
- MC / CB / DF attend MAT DSL meetings
- MC / CB / DF attend BANES LCSB meetings

- Leaders and staff that prioritise safeguarding across all aspects of the school.
- Stringent vetting procedures in place for all adults.
- Rigorous safeguarding policy in place and updated regularly
- A clear and coherent CP Policy that is accessible to everyone.
- Children are clear who they can talk to if they are worried.
- Excellent communication systems with up to date information that can be accessed and shared by those who need it.
- High priority given to training in safeguarding and child protection
- Robust arrangements for site security.
- A modified curriculum that is relevant and used to promote safeguarding.
- Children are taught how to stay safe, how to protect themselves from harm and how to take responsibility for their own and others.
- Courteous and responsible behaviour by all pupils
- Enabling environment to feel secure and well protected.
- Rigorous monitoring of absence with timely and appropriate follow up to ensure all pupils attend regularly.
- Risk assessment is taken seriously and used to good effect in promoting safety.

Site Security:

- The school gates are kept unlocked but closed during the school day but all school doors are locked by 8:55 once the children are in school
- No child should be permitted to exit the school via the main reception door unless they are supervised by an adult.
- All visitors must sign in at reception and should wear a visitor badge at all times.