



Local School Safeguarding Procedures

Executive Headteacher	Mrs Michelle Parsons
DSL	Mrs Claire Brewer
CP Officer(s)/Deputy DSL	Mr David Finlay / Mrs Janice Purnell
SCR Administrator	Mrs Natalie Radcliffe
Safeguarding Governor	Mrs Jen Hird

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

Bath and North East Somerset - BCSSP

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

Local Procedures

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.

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:

- St Mary's Church of England Primary School uses the electronic system MyConcern to log incidents.
- All teaching and office staff have had training on how to use the system.
- All teaching staff members are able to log into the system to log a concern. 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 CB, DF and JP have access to these files.
- C2 forms are completed by CB or DF.
- Core group/ CP conferences are attended by CB or DF.
- Annual safeguarding audits are completed by CB and DF and are done so in line with Ofsted requirements.
- In the absence of CB, DF becomes the DSL. (They are also DLS trained).
- The SLT meet regularly to discuss CP/ safeguarding concerns.
- CB / DF meet regularly with the safeguarding governor to discuss CP/ safeguarding concerns.



- CB meets with safeguarding governor to discuss Single CR.
- CB liaises with Sharon Crane with any policy updates.
- CB / DF attend MAT DSL meetings
- CB / DF attend BANES LCSB meetings
- Leaders and staff 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 about who they can talk to if they are worried.
- Excellent communication systems are in place, 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 behaviour.
- Courteous and responsible behaviour is expected by all pupils
- Enabling environments help children 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 front school gates are locked outside of drop off and pick up times, and visitors press a button to contact the school office to gain entry.
- All school doors are locked by 8:55 once the children are in school.
- No child is 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 must wear a visitor badge at all times.