



## Local School Safeguarding Procedures

<b>Executive Headteacher</b>	Mrs Michelle Parsons
<b>DSL</b>	Mrs Claire Brewer
<b>CP Officer(s)/Deputy DSL</b>	Mrs Claire Brewer / Mr Jamie Thomson / Mrs Janice Purnell
<b>SCR Administrator</b>	Mrs Emma Blackmore
<b>Safeguarding Governor</b>	Ms Jen Hird

**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 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 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. MP, CB, JT 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.
- 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 MP, CB, JT and JP have access to this file.
- C2 forms are completed by CB or MP.
- Core group/ CP conferences are attended by MP, CB or JT.
- Annual safeguarding audits are completed by MP, CB and JT and are done so in line with Ofsted requirements.
- In the absence of MP, CB or JT becomes the DSL. (They are also DLS trained).
- The SLT meet regularly to discuss CP/ safeguarding concerns.

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- MP / CB / JT meet regularly with the safeguarding governor to discuss CP/ safeguarding concerns.
- MP meets with safeguarding governor to discuss Single CR.
- MP liaises with Sharon Crane with any policy updates.
- MP / CB / JT attend MAT DSL meetings
- MP / CB / JT attend BANES LSCB 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 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 the 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.
- 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.

**Site Security:**

- The school gates are kept locked and closed during the school day. Visitors are identified using a video security system located at the front gate before being allowed on site.
- The gate to the car park should be closed during the school day but remains unlocked.
- All of the main school building external 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. A blue visitors lanyard will be given to all visitors who have cleared the stringent safeguarding pre checks. Any visitors on a red visitors lanyard must be



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accompanied by a member of approved school staff at all times whilst on site. All school staff are to wear a blue staff lanyard or a MNSP Lanyard.