



Local Safeguarding Procedures

Headteacher	Elizabeth Ennew
DSL	Elizabeth Ennew
Deputy DSL	Christine Orange
CP Officer(s)	Elizabeth Ennew
Safeguarding Governor	Kirstie McGough

Local Procedures

- Copies of all cause for concern forms/ skin maps are kept in SEN locked cupboard in office area.
- Hard copies of all relevant safeguarding documents are kept in the SEN cupboard in a Safeguarding/ CP folder, in addition to being available on the Trust policy pages.
- Cause of concern forms should be completed for any concerns including incidents of discrimination and bullying and e-safety issues. A new blue folder is set up for these to be safely secured in (SEN cupboard)
- Unless there is a concern of imminent risk of harm, any concerns should be addressed with the child's parents/ carers who may be able to provide additional information. This response should be included on the form.
- All forms must be handed in the first instance to Liz Ennew, and in her absence to Christine Orange (deputy DSL).
- If both Ms Orange and Miss Ennew are out of school, the form should be handed to a member of the SLT – Lucy Cowgill.
- If absent from school, contact details (location, mobile phone numbers) will be left with the office so that Miss Ennew is contactable at all times.
- All forms/ skin maps are reviewed by Miss Ennew to judge the appropriate action. Actions are recorded and signed.
- All forms/ skin maps are filed securely in a locked cabinet in a room which is always locked if unoccupied.
- All information is kept confidential and shared on a 'Need to know basis'.