Farrington Gurney
C of E Primary School

Local Safeguarding Procedures

Headteacher	John Snell (Executive Head)
DSL	Catrin Geeson (Head of School)
CP Officer(s)	Catrin Geeson John Snell Kayleigh Frampton
Safeguarding Governors	Oliver Lynn Kevin Burnett

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.

We follow the procedures laid down by the Midsomer Norton Schools Partnership in regards to all areas of Safeguarding, which are linked on the school website. All staff, governors, contractors and volunteers should be aware of this policy as well as the Trust's Safeguarding policy.

The procedures that Farrington Gurney CE Primary School follow if a child makes a disclosure:

1. Listen to what the child is saying.
2. Accept what you are told.
3. Try not to look surprised or disbelieving.
4. Never promise confidentiality: Reassure the child that they are not to blame.
5. Do not interrogate the child or ask leading questions. Clarify if necessary what has been said to you so that you are clear. Remember TED (Tell, Explain, Describe). Use the words of the child including an option to write if appropriate.
6. Explain to the child that a designated member of staff has to be informed because they deal with all child protection issues (unless reporting to a DSL).
7. Write up the concern on 'My Concern' reporting software . Describe any observable behaviour. Also inform the DSL or DDSL.

If you do not have immediate access to a computer please write the concern confidentially and type it up as soon as is practicable.

- All concerns, including physical intervention, bullying (including cyberbullying), reports from parents/carers regarding safeguarding concerns at home should be recorded on MyConcern.
- 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 My Concern and updated under actions.
- Concerns raised will be sent to the DSL & DDSL directly. It is always good practice and should be followed up with a brief conversation. Always follow up if you are very concerned or feel your concern hasn't been followed up or dealt with appropriately.
- Information regarding a concern will be shared with relevant staff where necessary on a need to know basis.
- Historically any paper Child Protection records and documents have been filed securely in a locked cabinet in the staff room.
- Any forms for social care are completed by the DSL or DDSL and also uploaded to My Concern
- Core group/CP conferences are attended by CGe or JSn
- Annual safeguarding audits are completed by CGe/JSn along with the Safeguarding Governor and are done so in line with Ofsted requirements.
- CGe, JSn and KFr have attended recent Inter-agency Level 3 training
- CGe and OL/KB (Safeguarding Governors) meet three times a year (Terms 2, 4, 6) to discuss CP/safeguarding concerns
- CGe and JSn attend MAT DSL meetings

SIte Security:

- All gates are open and locked for each class between 8:35am and 8:45am and are then locked until the end of the school day. At this point the gates are unlocked for 15 minutes with constant staff supervision and then locked again before the after-school club.
- All visitors must sign in at reception on the Sign-In App and should wear a visitor badge.
- Contractors, staff from outside agency will be refused permission if they are not able to produce a valid DBS – unless details have already been recorded on the single central record.