Local Safeguarding Procedures - Clutton

Headteacher	Lucy Cowgill
DSL	Lucy Cowgill
Deputy DSL	Amber Cowan
CP Officer(s)	Lucy Cowgill/Amber Cowan
Safeguarding Governor	Matthew Norcott

Bath and North East Somerset - BCSSP

https://bcssp.org.uk

Local Procedures

- All members of staff have a log in to 'My Concern' and all concerns will be logged including incidents of child on child abuse, bullying, discrimination and e-safety issues.
- Lucy Cowgill/Amber Cowan are immediately informed via 'My Concern' that a concern has been logged.
- 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.
- 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 recorded on My Concern.
- If absent from school, contact details (location, mobile phone numbers) will be left with the office so that Lucy Cowgill/Amber Cowan are contactable at all times.
- All concerns are reviewed by Lucy Cowgill/ to judge the appropriate action.
- All information is kept confidential and shared on a 'Need to know basis'.
- Localised contextual risks identified by DSL and communicated to all relevant staff and the appropriate training provided to mitigate safeguarding risks.
- Local Safeguarding procedures will be reviewed and updated annually or earlier as and when required.

Site Security:

- The school gates are opened at 8.40am for pupil and parent (EYFS) access at 8.40am and locked again at 8.50am. Gates are reopened at the end of the school day from 3.10pm until 3.30pm.
- No child should be permitted to exit the school via the school gates unless they are supervised by an adult.
- All staff, governors, volunteers and visitors must sign in using our Sign-in system. Contractors, staff from outside agencies 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.

Other procedures within the school include:

- Termly meetings between the DSL (or Deputy DSL) and Safeguarding Governor to discuss and highlight any specific issues
- An annual online safeguarding audit is completed and presented to the LGB
- DSL has Level 3 training and currently attend multi-agency training
- DSL attends MAT safeguarding meetings
- DSL and/or Deputy DSL attends BANES safeguarding briefings and meetings