



Local Safeguarding Procedures

Headteacher	Exec Headteacher - Alun Randell Head of School Ms Sarah Biss
DSL	Sarah Biss
Deputy DSL/CP Officer(s)	Michelle Ross
Safeguarding Governor	Kathryn Cox
Designated Teacher for LAC pupils	Sarah Biss
SWCPP - https://www.proceduresonline.com/swcpp/ Bath and North East Somerset - BCSSP https://bcssp.bathnes.gov.uk/professional-working-guidance-policies-procedures	
Local Procedures	
<p>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.</p> <p>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 Midsomer Norton Primary School follow if a child makes a disclosure:</p> <ol style="list-style-type: none"> 1. Listen to what he/she is saying. 2. Accept what you are told whether or not you believe what he/she is saying 3. Try not to look shocked or disbelieving. 4. Never promise confidentiality: Reassure him/her that he/she is 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. Use his/her words. (Give 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. 7. Make notes and then write them up. Include date and time. Describe any observable behaviour. <p>The Trust's CP Concern Referral Form must be used.</p> <ul style="list-style-type: none"> • Copies of all cause for concern forms/ skin maps are kept in dockets in the staff room and in classrooms • Hard copies of all relevant safeguarding documents are kept in the staff room 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. Physical intervention forms are kept in the staffroom alongside the physical intervention policy. • 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. 	



- The completed form must be signed/dated and given to the school's Designated Safeguarding Lead (Sarah Biss) or in her absence (Alun Randell).
 - If both Ms Biss and Mr Randell are out of school, the form should be handed to a member of the SLT.
 - If absent from school, contact details (location, mobile phone numbers) will be left with the office so that Ms Biss and Mr Randell are contactable at all times.
 - All forms/ skin maps are reviewed by Ms Biss/ Mr Randell 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'.
 - A hard copy will be placed in the child's CP file which is stored securely in the Deputy Headteacher's office.
 - C2 forms are completed by SB or AR
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- Core group/CP conferences are attended by SB or in her absence AR
 - Annual safeguarding audits are completed by SB and are done so in line with Ofsted requirements.
 - In the absence of SB, AR becomes the DSL.
 - Both SB and AR have attended recent Inter-agency Level 2 training
 - SB and Claire Hudson (Safeguarding Governor) meet on a termly basis to discuss CP/ safeguarding concerns
 - SB attends MAT DSL meetings
 - SB attends BANES LCSB meetings

Site Security:

- All gates are locked at 9:00am and should not be unlocked until the end of the school day.
 - All gates are locked again at 4:30pm
 - All visitors must sign in at reception 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.
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- **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.**

