



Local Safeguarding Procedures - Clutton

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| Executive Head | Dan Turull |
| Head of School | Lucy Cowgill |
| DSL | Lucy Cowgill |
| Deputy DSL | Dan Turull |
| CP Officer(s) | Lucy Cowgill/Dan Turull |
| Safeguarding Governor | Matthew Norcott |
| SWCPP - https://www.proceduresonline.com/swcpp/ | |
| Bath and North East Somerset - BCSSP https://bcssp.bathnes.gov.uk/professional-working-guidance-policies-procedures | |
| Local Procedures <ul style="list-style-type: none">● 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. Dan Turull/Lucy Cowgill 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/Dan Turull are contactable at all times.● All concerns are reviewed by Lucy Cowgill/Dan Turull 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. | |