



### Local Safeguarding Procedures: Midsomer Norton Primary School

<b>Headteacher</b>	Exec Headteacher - Alun Randell Head of School Ms Sarah Biss
<b>DSL</b>	Sarah Biss
<b>Deputy DSL/CP Officer(s)</b>	Michelle Ross
<b>Safeguarding Governor</b>	Kathryn Cox
<b>Designated Teacher for LAC pupils</b>	Sarah Biss

#### 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.

#### Our school has:

- Leaders and staff who prioritise safeguarding across all aspects of the school.
- Stringent vetting procedures in place for all adults.
- DSL & DDSL have completed safer recruitment training
- Rigorous safeguarding policy in place and updated regularly.
- A clear and coherent CP Policy that is accessible to everyone.
- Children are clear who they can talk to if they are worried.
- Excellent communication systems with up to date information that can be accessed and shared by those who need it.
- High priority given to training in safeguarding and child protection.
- Through assemblies, visitors ( e.g. Police , NSPCC) and PSHE lessons, the curriculum reflects and promotes safeguarding awareness for children.
- Children are taught how to stay safe (and online), how to protect themselves from harm and how to take responsibility for their own and others.
- School values of kindness, fairness and respect promote and reflect responsible behaviour by all pupils.
- Rigorous monitoring of absence with timely and appropriate follow up to ensure all pupils attend regularly.
- Risk assessments that are taken seriously and used to good effect in promoting safety.

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:

#### If a child makes a disclosure:

- Listen to what he/she is saying. Give the child time.
- Accept what you are told whether or not you believe what he/she is saying
- Try not to look shocked or disbelieving.



- Never promise confidentiality: Reassure him/her that he/she is not to blame.
- 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/draw if appropriate). Use **TED**- Tell, Explain, Describe.
- Explain to the child that a designated member of staff has to be informed because they deal with all child protection issues.

### **Reporting Concerns:**

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. SB/MR/AR are immediately informed via 'My Concern' that a concern has been logged.

- 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 concern as action taken.
- SB, MR will read all concerns and decide on follow up actions. Requests for service from BANES Children's Social Care will be completed by SB/MR if necessary thresholds have been met and parents/carers informed - unless risk of imminent harm.
- If SB/MR are absent from school, contact details (location, mobile phone numbers) will be left with the office so that SB & MR are contactable at all times.
- Core group/CP conferences are attended by SB or in her absence MR
- Annual safeguarding audits are completed by SB and are done so in line with Ofsted requirements.
- In the absence of SB, MR becomes the DSL.
- SB and MR have completed Level 2 & Level 3 safeguarding training

All staff, governors and volunteers receive Child Protection training every year.

SB and KC (Safeguarding Governor) & DF (Office Manager) meet on a twice termly basis to discuss CP/ safeguarding concerns as well as auditing the school's Single Central Record (SCR). These audits are shared with the MNSP Trust three times a year.

### **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 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.

Reviewed 4/9/25