



Local Safeguarding Procedures



Executive Headteacher	Daniel Turull
Head of School	Louisa Phillips
DSL	Louisa Phillips
Deputy DSL	Daniel Turull
Safeguarding Governor	Matilda Bathurst
SWCPP - https://www.proceduresonline.com/swcpp/	
Somerset Safeguarding Children Partnership https://sscb.safeguardingsomerset.org.uk/	
Local Procedures	
<p>Leigh on Mendip School follows the Midsomer Norton Schools Partnership trust-wide Child Protection and Safeguarding policies and procedures. All staff, Governors and regular volunteers are made to read and sign these. All other volunteers and contractors are also made aware of them.</p> <p>The DSL, with the Deputy DSL, is on site all days of the week.</p> <p>If a concern is raised by a child or an adult then the following procedures are followed:</p> <ul style="list-style-type: none">• Staff make notes as soon as they are able to (e.g. after speaking to a child). These are then written up, dated and given a time on My Concern. Once submitted the concern can be accessed by the DSL or in her absence the Deputy DSL.• Any subsequent CP concerns will then be completed by the DSL or Deputy DSL.• The DSL or Deputy DSL will attend CP conferences and core group meetings.• Any minutes from these meetings will be kept along with the referral forms. <p>Staff are encouraged to speak to the DSL or Deputy DSL about any concerns, however minor. A concern will be completed on My Concern depending on the matter.</p> <p>Other procedures within the school include:</p> <ul style="list-style-type: none">• Termly meetings between the DSL (or Deputy DSL) and Safeguarding Governor with written records which are kept on the Google drive.• DSL and Executive Head complete annual online safeguarding audit together and then present findings to LGB• DSL and Deputy DSL have Inter-agency Level 2 training• DSL attends MAT safeguarding meetings• DSL and/or Deputy DSL attends Somerset safeguarding briefings and meetings <p>Safeguarding procedures on site:</p> <ul style="list-style-type: none">• The front gate is opened at 8:30am and closed at 8:50am with a member of staff in attendance. They remain closed throughout the day.• The front gate is opened at 3pm and closed at 3:20pm for children to leave at the end of the school day. A member of staff is in attendance.• All parents and visitors during the school day must access the school through the front door.• All visitors must sign in at reception and should wear a visitor badge; Trust staff will wear their lanyards when on site	