



### Local Safeguarding Procedures

<b>Headteacher</b>	Elizabeth Ennew
<b>DSL</b>	Elizabeth Ennew
<b>Deputy DSL</b>	Christine Orange
<b>CP Officer(s)</b>	Elizabeth Ennew
<b>Safeguarding Governor</b>	Kirstie McGough
<b>Local Procedures</b>	
<ul style="list-style-type: none"> <li>● MyConcern programme is used by all members of staff to log concerns about any child or family at the school, or any incidents around the local community.</li> <li>● Scanned copies of all cause for concern forms/ skin maps are kept on MyConcern. Any copies pre September 2019 are kept in the locked SEN cupboard in the school office.</li> <li>● Hard copies of all relevant safeguarding documents are displayed on the safeguarding noticeboard in the staff room. Policies are available on the Trust website.</li> <li>● Cause of concern forms should be completed for any concerns including incidents of discrimination and bullying and e-safety issues. Scanned copies are kept on the MyConcern file. Any incidents pre Sept 2019 are kept in a blue folder in the SEN cupboard.</li> <li>● 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 MyConcern log.</li> <li>● Any concerns logged on MyConcern are sent directly to the DSL and Deputy DSL.</li> <li>● If both DSL and Deputy DSL are out of school, the form should be handed to a member of the SLT – Lucy Cowgill.</li> <li>● If absent from school, contact details (location, mobile phone numbers) will be left with the office so that Miss Ennew is contactable at all times.</li> <li>● All forms/ skin maps are reviewed by Miss Ennew to judge the appropriate action. Actions are recorded on MyConcern and authorised.</li> <li>● MyConcern operates on a 'need to know' basis and access can be controlled on a case by case basis.</li> <li>● At Lunchtimes, behaviour is monitored by a designated PlayLeader. Any incidents raised during the lunchtime break will be recorded on MyConcern and DSL / Deputy DSL will be alerted.</li> </ul>	
Review Date: September 2020	