



Local Safeguarding Procedures

Headteacher	Alun Randell
DSL	Sarah Biss
CP Officer(s)	Alun Randell
Safeguarding Governor	Kath Cox
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 saying3. 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. Write up the concern on 'My Concern' reporting software . Describe any observable behaviour. Skin maps can be attached using this programme. Inform the DSL or DDSL if the concern is urgent. If you do not have immediate access to a computer please inform the class teacher or DSL/DDSL so they can record it. Hard copies of all relevant safeguarding documents are kept in the staff room in addition to being available on the Trust policy pages.<ul style="list-style-type: none">● All concerns, including physical intervention, bullying (including cyberbullying), reports from parents/carers regarding safeguarding concerns at home should be recorded on My Concern.● 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 My Concern and updated under actions.● Concerns raised will be sent to the DSL & DDSL directly. It is always good practice to follow up with a brief conversation. Always follow up if you are very concerned or feel your concern hasn't been followed up or dealt with appropriately.● Information regarding a concern will be shared with relevant staff where necessary on a need to know basis.● If both Sarah Biss and Alun Randell are both out of school, the concerns will still reach them by email but please raise with a member of the SLT if you feel the concern is worrying or urgent..● If absent from school, contact details (location, mobile phone numbers) will be left with the office so that Sarah Biss and Alun Randell are contactable at all times.	

- All concerns raised/skin maps are reviewed by Sarah Biss/ Alun Randell to judge the appropriate action. Actions will be updated on **My Concern** and shred where appropriate.
- Historical Child Protection records and documents are filed securely in a locked cabinet in The Deputy Head's office. This office is entry code secured.
- All information is kept confidential and shared on a 'need to know basis'.
- C2 (Request for Service from CSC) forms are completed by SB or AR where appropriate and uploaded to **My Concern**.
- 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 Kath Cox (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.
- Gates are locked again at 6:00pm except the top gate to North Road which is locked at 4:30pm by After School Care staff
- 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.

Last reviewed: 06/05/21