

Local Safeguarding Procedures

Headteacher	Paul Balkwill
DSL	Nikki Watson
Deputy DSLs	Sarah Easterbrook Aby Kench Lyndsay Mundy
SCR Administrator	Sheri Gerrard
Safeguarding Governor	Adele Pole-Evans
<p>SWCPP - https://www.proceduresonline.com/swcpp/</p> <p>Somerset Safeguarding Children Partnership - https://sscb.safeguardingsomerset.org.uk/</p>	
Local Procedures	
<ul style="list-style-type: none"> ● Staff have received updated training on the new KCSIE 2023 document which includes the updates on Filtering and monitoring systems and clarity around the meaning of the terms 'children absent from education' and 'children missing education'. ● Staff receive fortnightly safeguarding training updates, which include interactive activities, and ensure staff are fully aware of local and national safeguarding issues. ● Pastoral staff are able to use the Pastoral Area as a support network to offer pupils first response support for mental well-being. ● School nurse, ELSA, Drawing for Talking, counselling and outside agency support available for all pupils. ● Pastoral Manager monitors attendance daily and record attendance concerns to Deputy Head Teacher (KHA) with oversight for attendance and the DSL (NWA). ● Pastoral Manager, Deputy Head Teacher and Education Welfare officer meet fortnightly to implement attendance interventions and liaise with the DSL. ● Localised contextual risks identified by DSL and communicated to all relevant staff and the appropriate training provided to mitigate safeguarding risk. ● St Dunstan's School use the electronic system 'MyConcern' to log incidents. ● All staff have had CP training on how to use the system annually. ● All staff members are able to log into the system to log a concern. The DSL and all DDSL's receive notifications and will follow up the concern. Tasks are set for DDSL's to complete when necessary. 	

- Staff who log concerns of high priority are trained to also speak to the DSL or a deputy DSL in person as well as electronically logging the concerns. This ensures that the safeguarding team are fully aware of a high priority concern in 'real time' and are able to action immediately.
- All documents are scanned and logged on pupils MyConcern file to ensure the profile is up to date and stored in chronological order.
- Paper files from previous years (before electronic system) are locked away in DSL's office. Only DSL team have access to these files. All current students also have paper files scanned and uploaded to their MyConcern profiles.
- Core group & CP conferences are attended by NWA, as well as the Mendip Partnership and Wellbeing Board if the Head Teacher is unable to attend.
- Annual safeguarding audits are completed by NWA and are done so in line with Ofsted requirements.
- NWA and Safeguarding governor meet formally three times per year, and informally regularly to discuss and Child Protection and Safeguarding concerns.
- Sheri Gerrard meets with Safeguarding governor three times per year to check the Single Central Record.
- NWA meets with Sheri Gerrard three times per year to check the Single Central Record.
- NWA liaises with Sharon Crane with any policy updates.
- NWA attends MAT and Somerset county DSL meetings.
- NWA attends local DSL meetings where DSL's from other local secondary schools meet to discuss contextual safeguarding concerns and ensure joined up practice is occurring.
- All safeguarding staff meet regularly to share good practice and have supervision support where appropriate.
- Local Safeguarding procedures will be reviewed and updated annually or earlier as and when required.