



## Local School Safeguarding Procedures

<b>Headteacher</b>	Lynda Bevan
<b>DSL</b>	Cyrano Oakwood
<b>Deputy DSLs</b>	Sarah Easterbrook Paul Jones Harriet Chinnock Lynda Bevan
<b>SCR Administrator</b>	Sue Tucker
<b>Safeguarding Governor</b>	Kama McKenzie

**SWCPP** - <https://www.proceduresonline.com/swcpp/>

**Somerset Safeguarding Children Partnership** - <https://sscb.safeguardingsomerset.org.uk/>

### Local Procedures

#### COVID and 2020 UPDATES:

- Staff have received updated training on the new KCSIE 2020 document which includes the updates on supporting pupils with mental health.
- Pastoral staff are able to use the Inclusion Room as a support network to offer pupils first response support for mental well-being.
- School nurse, PFSA, and outside agency support still in place and COVID safe. (Pupils escorted from and back to bubble areas).
- DSL and Heads of Key Stage House monitor attendance and ensure any pupils who are isolating are spoken to regularly and work is being set for them to complete.
- 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. CO and all DDSL's will receive notification and be able to follow up the concern. Tasks are set for pastoral staff 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 staff 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 HC'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 CO, as well as Team Around the School and the Mendip Partnership and Wellbeing Board.
- Annual safeguarding audits are completed by CO and are done so in line with Ofsted requirements.
- CO and Kama McKenzie meet formally three times per year, and informally regularly to discuss and Child Protection and Safeguarding concerns.
- Sue Tucker meets with Kama McKenzie regularly to discuss Single Central Record.
- CO liaises with Sharon Crane with any policy updates.
- CO attends MAT DSL meetings.
- CO meets with Sue Tucker regularly to check the Single Central Record.
- Local Safeguarding procedures will be reviewed and updated annually or earlier as and when required.

Updated June 2021