



<b>Executive Headteacher</b>	Mrs Michelle Parsons
<b>DSL</b>	Mrs Michelle Parsons
<b>CP Officer(s)/Deputy DSL</b>	Mr Matt Pollock Mrs C Hurley
<b>SCR Administrator</b>	Mandy Cole - Business Manager
<b>Safeguarding Governor</b>	Mrs Jen Hird

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

**Bath and North East Somerset - BCSSP**

<https://bcssp.bathnes.gov.uk/professional-working-guidance-policies-procedures>

#### Local Procedures

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.

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 Trinity Church School follow if a child makes a disclosure:

- Trinity Church School use the electronic system MyConcern to log incidents.
- All staff have had CP training on how to use the system.
- All staff members are able to log into the system to log a concern. MP and MPo receive notifications of all concerns and be able to follow up the concern. Tasks are set to class teachers or Teaching Assistants as appropriate.
- Staff who log concerns of high priority are trained to also speak to the DSL or 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 take action immediately.
- All associated 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 MP's office. Only MP, MPo AND CH have access to this file.
- C2 forms are completed by MP or MPo.
- Core group/ CP conferences are attended by MP or MPo.
- Annual safeguarding audits are completed by MP and MPo and are done so in line with Ofsted requirements.
- In the absence of MP, MPo or CH becomes the DSL. (All DLS trained).
- The SLT meet regularly to discuss CP/ safeguarding concerns.

- MP/MPo/CH meet regularly with the safeguarding governor to discuss CP/ safeguarding concerns.
- MC meets with the safeguarding governor to discuss Single CR.
- MP liaises with Sharon Crane with any policy updates.
- MP/MPo attend MAT DSL meetings
- MP/MPo attend BANES LCSB meetings
- Leaders and staff that prioritise safeguarding across all aspects of the school.
- Stringent vetting procedures in place for all adults.
- Rigorous safeguarding policy in place and updated regularly
- A clear and coherent CP Policy that is accessible to everyone.
- Children are clear who they can talk to if they are worried.
- Excellent communication systems with up to date information that can be accessed and shared by those who need it.
- High priority given to training in safeguarding and child protection
- Robust arrangements for site security.
- A modified curriculum that is relevant and used to promote safeguarding.
- Children are taught how to stay safe, how to protect themselves from harm and how to take responsibility for their own and others.
- Courteous and responsible behaviour by all pupils
- Enabling environment to feel secure and well protected.
- Rigorous monitoring of absence with timely and appropriate follow up to ensure all pupils attend regularly.
- Risk assessment is taken seriously and used to good effect in promoting safety.

#### Site Security:

- The main carpark gate and pedestrian gates are fully automated and access will be via staff fob/keypad. All visitors will be given access by office staff through the use of the intercom. Once the bell rings at 08:50, all internal gates must be locked and only unlocked by members of staff when access is required and at the end of the school day. Once the children have left at the end of the day, the internal gates must be locked again.
- No child should be permitted to exit the school via the main reception door unless they are supervised by an adult.
- All visitors must sign in at reception via the electronic system and should wear a visitor badge at all times. A blue visitors lanyard will be given to all visitors who have cleared the stringent safeguarding pre checks. Any visitors on a red visitors lanyard must be accompanied by a member of approved school staff at all times whilst on site. All school staff are to wear a blue staff lanyard or a MNSP Lanyard.

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