

St John's - Local School Safeguarding Procedures

Headteacher	Danielle West-Gaul
DSL	Danielle West-Gaul
Deputy DSLs	Rosie Monks Gemma Stone Matthew Cracknell Thomas Yarlett
SCR Administrator	Maria Maddock
Safeguarding Governor	Andrew Snee
<p>SWCPP - https://www.proceduresonline.com/swcpp/</p> <p>Bath and North East Somerset - BCSSP https://bcssp.bathnes.gov.uk/professional-working-guidance-policies-procedures</p>	
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 Trinity Church School follow if a child makes a disclosure:</p> <ul style="list-style-type: none"> ● St John's C of E School uses the electronic system MyConcern to log incidents. ● All staff have had Child Protection training on how to use the system. ● All staff members are able to log into the system to log a concern. The SLT receives notifications of all concerns and is 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 systems) are locked away in DWG's office. Only DWG, RM and GS have access to this file. Paperwork relating to some ongoing concerns have been scanned and uploaded to MyConcern profiles. ● C2 forms are completed by DSLs. Core group/ CP conferences are attended by a DSL as well as any other relevant staff ● Core group/ CP conferences are attended by MP or NJ. 	

- Annual safeguarding audits are completed by DWG and are done so in line with Ofsted requirements.
- The SLT meet regularly to discuss CP/ safeguarding concerns
- RM liaises with Sharon Crane and the LA with any policy updates.
- RM will attend MAT DSL meetings . RM or GS attend BANES LCSB meetings
- Safeguarding newsletters are sent out to parents and monthly e-safety notices are published in the Purple Pages newsletter.
- DWG/RM/GS meet regularly with the safeguarding governor to discuss CP/safeguarding concerns.
- All volunteers are able to log concerns using a cause for concern sheet. This is available electronically on Google Drive and as a paper copy in the Head Teacher's office and in the staff room.