



## Local School Safeguarding Procedures

<b>Executive Headteacher</b>	Mrs Michelle Parsons
<b>Head of School and DSL</b>	Mr Jamie Thomson
<b>Deputy DSLs</b>	Mrs Janice Purnell and Miss Jemma Woods
<b>Safeguarding Governor</b>	Mrs Lisa Ettle
<b>Designated teacher for LAC pupils</b>	Mr Jamie Thomson

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 St Mary's Church of England Primary School follow if a child makes a disclosure:

- St Mary's Church of England Primary School uses the electronic system MyConcern to log incidents.
- All teaching staff have had CP training on how to use the system.
- All teaching staff members are able to log into the system to log a concern. JT, JP and JW all 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's 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. Only JT and MP have access to this file.
- 'Request for Service' referrals to the local authority are completed by JT.
- Core group/ CP conferences are attended by JT.
- Annual safeguarding audits are completed by JT and are done so in line with Ofsted requirements.
- In the absence of JT or JP, JW becomes the DSL (Also DSL trained).
- SLT meets regularly to discuss CP/ safeguarding concerns.
- JT meets regularly with the safeguarding governor to discuss CP/ safeguarding concerns.



- JT meets with the safeguarding governor to discuss SCR.
- JT liaises with Sharon Crane with any policy updates.
- JT attends MAT DSL meetings
- JT attends BANES LSCB meetings
- Leaders and staff prioritise safeguarding across all aspects of the school.
- Rigorous MNSP safeguarding policy in place and updated regularly
- 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.
- 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.
- 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.
- Localised contextual risks identified by DSL and communicated to all relevant staff and the appropriate training provided to mitigate safeguarding risk.
- Low level concerns are recorded on Confide, which reports them directly to the MP as Executive Headteacher.

#### Site Security:

- The school gates are kept locked and closed during the school day. Visitors are identified using a video security system located at the front gate before being allowed on site.
- The gate to the car park should be closed during the school day automatically closes at 9:00am
- All of the main school building external doors are locked by 8:55am once the children are in school.
- 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 and should wear an identity 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.