

Local School Safeguarding Procedures



Headteacher	Chrissie Brain
DSL	Chrissie Brain
Deputy DSLs	Jess Collins Carole Macdonald
Safeguarding Governor	Lucy James

SWCPP - <https://swcpp.trixonline.co.uk/>

Bath and North East Somerset - BCSSP

[Bath & North East Somerset Community Safety and Safeguarding Partnership](#)

Local Procedures

Safeguarding and promoting the wellbeing of all students is of prime concern to Longvernal Primary School. This policy aims to ensure that adequate arrangements are in place to identify, assess, refer and support those children who are, or at risk of, suffering harm, through working together with other agencies and establishing an environment where children feel safe to 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.

- Longvernal Primary School uses the electronic system MyConcern to log incidents.
- All staff have had training on how to use the system.
- All staff members are able to log into the system to report a concern. The DSLs receive notifications of all concerns and follow them up appropriately.
- Staff who report concerns of high priority are trained to also speak to the DSL or Deputy DSLs in person as well as electronically logging the concerns. This ensures that DSLs are fully aware of a high priority concern and can take action immediately.
- All relevant documents are scanned and added to MyConcern to ensure the records are up to date and stored in a chronological order.
- All career placement students and volunteers are able to log concerns using a 'cause for concern' sheet. These are available as a paper copy and are located in the Headteacher's office, the main school reception and the staff room.
- Paper files from previous years (before MyConcern) are locked away in the Headteacher's office. Only DSL's have access to these files.
- Referrals and any safeguarding documents are completed by DSLs.
- Core group/CP conferences are attended by a DSL.
- The SLT meets regularly to discuss CP/safeguarding concerns.
- The DSL liaises with Sharon Crane and the LA with any policy updates.
- The DSL will meet with Lucy James regularly to discuss the SCR and CP/Safeguarding concerns.
- The DSL will attend MAT DSL meetings.
- The DSL or DDSL's will attend BANES LCSB meetings.
- Local contextualised risks identified by the DSL and communicated to all relevant staff and the appropriate training provided to mitigate safeguarding risk.
- All staff attend annual safeguarding training, as well as receiving safeguarding updates from DSLs throughout the year.
- Annual safeguarding audits are completed by the DSL and are done so in line with Ofsted requirements.
- Local safeguarding procedures will be updated annually or earlier as and when required.