



## Local Safeguarding Procedures

<b>Headteacher</b> <b>Executive Headteacher</b>	Siobhan Waterhouse Kerrie Courtier
<b>DSL</b>	Kerrie Courtier
<b>Deputy DSL</b>	Siobhan Waterhouse
<b>Safeguarding Governor</b>	Christopher Williamson
<b>SWCPP</b> - <a href="https://www.proceduresonline.com/swcpp/">https://www.proceduresonline.com/swcpp/</a>	
<b>Bath and North East Somerset - BCSSP</b> <a href="https://bcssp.bathnes.gov.uk/professional-working-guidance-policies-procedures">https://bcssp.bathnes.gov.uk/professional-working-guidance-policies-procedures</a>	
<b>Local Procedures</b>	
<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 Norton Hill Primary School follow if a child makes a disclosure:</p> <ol style="list-style-type: none"><li>1. Listen to what he/she is saying.</li><li>2. Accept what you are told whether or not you believe what he/she is saying</li><li>3. Stay calm and to try not to look shocked or disbelieving.</li><li>4. Never promise confidentiality: Reassure him/her that he/she is not to blame.</li><li>5. Do not interrogate the child or ask leading questions. Clarify if necessary what has been said to you so that you are clear. Use his/her words. (Give an option to write if appropriate).</li><li>6. Explain to the child that a designated member of staff has to be informed because they deal with all child protection issues.</li><li>7. Norton Hill Primary uses the electronic system MyConcern to log incidents.</li><li>8. All associated documents are scanned and logged on pupils' MyConcern file to ensure the profile is up to date and stored in chronological order.</li><li>9. Completed forms from previous years (before electronic system) are securely stored on Google Drive. Only KCO and SWA have access to this file.</li><li>10. Annual safeguarding audits are completed by Kerrie Courtier, Siobhan Waterhouse and Natalie Clayton and are completed in line with Ofsted requirements.</li><li>11. Early help or Reporting a concern around a young person (replaced C2 form) <a href="https://www.bathnes.gov.uk/webforms/concerned-about-a-child-or-family/">https://www.bathnes.gov.uk/webforms/concerned-about-a-child-or-family/</a> to be completed by KCO or SWA.</li></ol>	

12. Core group/CP conferences are attended by KC or in her absence SW
13. Annual safeguarding audits are completed by KC and are done so in line with Ofsted requirements.
14. In the absence of KCO, SWA becomes the DSL.
15. Both KCO and SWA attend regular updated training.
16. KCO and C Williamson (Safeguarding Governor) meet on a termly basis to discuss CP/safeguarding concerns
17. KCO attends MAT DSL meetings
18. KCO attends BANES LCSB meetings

Site Security:

- Once the school day begins at 8.45, all pedestrian access gates must be locked and should not be unlocked until the end of the school day. This should be automatic but checked to ensure they are in good working order.
- Once the children have left at the end of the day, the gates must be locked again.
- No child should be permitted to exit the school via the front door unless they are supervised by an adult.
- All visitors must sign in at reception and should wear a visitor badge.