

Local Safeguarding Procedures – St Julian’s Church Primary School

Head Teacher	Ruth Noall
DSL	Ruth Noall Ceri Mapstone
SCR Administrator	Annette Harris
Safeguarding Governor	Anna Holbrook
Local Procedures	
<ul style="list-style-type: none"> • St Julian’s log incidents on My Concern, an online safeguarding tracking system • All staff have annual Safeguarding and Child Protection training on how to notice and raise concerns • All staff members are able to log concerns using My Concern or, if they cannot access a computer, a Cause for Concern sheet. This is available within the staff handbook, in the school office and on the noticeboard outside the staff room. • Staff who log concerns of high priority are trained to also speak to the DSL or a deputy DSL in person as well as logging the concerns. This ensures that staff are fully aware of a high priority concern in ‘real time’ and are able to action immediately. • All documents are stored in chronological order to aid tracking and monitoring. • Files from previous years (before electronic system) are locked away in the main office. Only RN and CM have access to this file. • C2 Request for Service forms are completed by RN or CM • Core group/ CP conferences are attended by RN or CM • Annual safeguarding audits are completed by RN and are done so in line with Ofsted requirements. These are signed off by the Safeguarding governor. • In the absence of RN or CM, staff can contact TR at Shoscombe who is the deputy DSL, or contact Alun Williams (CEO) • The SLT meet regularly to discuss CP/ safeguarding concerns • RN liaises with Sharon Crane and the LA with any policy updates. • RN or CM will attend MAT DSL meetings • RN or CM attend BANES LCSB meetings • Safer Recruitment procedures are in place • Visitors must undertake an induction that provides an awareness of safeguarding. All visitors must sign into school and follow our visitor guidance. 	