

## Local Safeguarding Procedures – St Julian’s Church Primary School

<b>Head Teacher</b>	Ruth Noall
<b>DSL</b>	Ruth Noall Ceri Mapstone
<b>SCR Administrator</b>	Annette Harris
<b>Safeguarding Governor</b>	Anna Holbrook
<b>Local Procedures</b>	
<ul style="list-style-type: none"> <li>• St Julian’s log incidents on My Concern, an online safeguarding tracking system</li> <li>• All staff have annual Safeguarding and Child Protection training on how to notice and raise concerns</li> <li>• 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.</li> <li>• 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.</li> <li>• All documents are stored in chronological order to aid tracking and monitoring.</li> <li>• Files from previous years (before electronic system) are locked away in the main office. Only RN and CM have access to this file.</li> <li>• C2 Request for Service forms are completed by RN or CM</li> <li>• Core group/ CP conferences are attended by RN or CM</li> <li>• Annual safeguarding audits are completed by RN and are done so in line with Ofsted requirements. These are signed off by the Safeguarding governor.</li> <li>• In the absence of RN or CM, staff can contact TR at Shoscombe who is the deputy DSL, or contact Alun Williams (CEO)</li> <li>• The SLT meet regularly to discuss CP/ safeguarding concerns</li> <li>• RN liaises with Sharon Crane and the LA with any policy updates.</li> <li>• RN or CM will attend MAT DSL meetings</li> <li>• RN or CM attend BANES LCSB meetings</li>   <li>• Safer Recruitment procedures are in place</li>   <li>• Visitors must undertake an induction that provides an awareness of safeguarding. All visitors must sign into school and follow our visitor guidance.</li> </ul>	