



Local School Safeguarding Procedures – St Julian's Church Primary School  
updated September 2022

Executive Headteacher and Deputy DSL	Ruth Noall
Head of School and DSL	Isobel Mills
Assistant Headteacher and Deputy DSL	Ceri Mapstone
Additional Deputy DSL	Karen Parker
SCR Administrator	Annette harris
Safeguarding Governor	David Kelly

SWCPP - <https://www.proceduresonline.com/swcpp/>

Bath and North East Somerset - BCSSP

<https://bcssp.bathnes.gov.uk/professional-working-guidance-policies-procedures>

BANES online form to report a concern

<https://www.bathnes.gov.uk/webforms/concerned-about-a-child-or-family/>

If a child or young person is in **immediate danger** then please dial **999** and ask for police assistance.

If you think a child or young person is at risk of significant harm, and it's **out of hours**, call the  
**Emergency Duty Team on 01454 61 51 65**

#### Local Procedures

- St Julian's use My Concern to log incidents – levels of access within My Concern depends on role within school. Every member of staff has a log in and can report concerns.
- All staff have had Safeguarding and Child Protection training
- All staff have been trained in how to report concerns on My Concern.
- In the event that staff cannot access My Concern they must report a concern using a 'cause for concern' sheet. This is available electronically on the t-drive and as a paper copy in the Head Teacher's office and in 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 related documents are scanned and logged on pupils' My Concern 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 in RN's office. Only RN, IM and CM have access to this file.
- Request for Service (C2) forms are completed by RN or IM - this is now online
- Core group/ CP / CIN conferences are attended by RN, IM or CM
- Annual safeguarding audits are completed by RN and are done so in line with Ofsted requirements.
- In the absence of IM or RN, CM or KP, staff can contact TR at Shoscombe, AMM at Dundry or 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 IM will attend MAT DSL meetings
- RN or IM attend BANES LCSB meetings