



Local Safeguarding Procedures

Bucklers Mead Academy

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| Headteacher | Mark Lawrence |
| DSL | Luke Cameron |
| Deputy DSL/CP Officer(s) | Aimee Harding, Mark Lawrence |
| Safeguarding Governor | Alun Williams |

SWCPP - <https://www.proceduresonline.com/swcpp/>
Local Area Designated Safeguarding Officer: sdinputters@somerset.gov.uk
0300 1232224
Somerset Safeguarding Children Partnership
<https://sscb.safeguardingsomerset.org.uk/>
Somerset Early Help Team 01823 355803

Local Procedures

All reports should be made in writing, through the academy's "Safeguard My School" (<https://edukeyapp.com/safeguard/bucklers-mead-academy>) system. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing and recorded through this system. If in doubt about recording requirements, staff should discuss with the DSL. If the DSL is not in the academy, then the staff member should consult one of the deputy DSLs.

When a student has made a disclosure, the member of staff/volunteer should:

- Record as soon as possible after the conversation. Use the academy Safeguard My School system.
- keep the original notes, in case they are needed by a court, and provide them to the DSL for confidential filing
- record the date, time, place, any noticeable non-verbal behaviour and use the words/language used by the child, as far as possible
- draw a diagram to indicate the position of any injuries
- record statements and observations rather than interpretations or assumptions

All records need to be given to the DSL promptly and with regard to confidentiality. If the records are handwritten, they should be sealed and given to the DSL in person as soon as possible. No copies should be retained by the member of staff or volunteer.

The DSL will ensure that all safeguarding records are managed in accordance with the Education (Pupil Information) (England) Regulations 2005, Keeping Children Safe in Education (2018) and GDPR.

If a student who is or has been the subject of a Child Protection Plan changes school, the DSL will inform the social worker responsible for the case and transfer the appropriate records to the DSL at the receiving school, in a secure manner, and separate from the student's academic file.

Localised contextual risks are identified by the DSL and communicated to all relevant staff and the appropriate training provided to mitigate safeguarding risk.

Local Safeguarding procedures will be reviewed and updated annually or earlier as and when required.