



## Local Safeguarding Procedures



<b>Executive Headteacher</b>	Dan Turull
<b>DSL</b>	Paula Layland
<b>Deputy DSL</b>	Gemma Smith
<b>Safeguarding Governor</b>	Catherine Farmer
<b>SWCPP</b> - <a href="https://www.proceduresonline.com/swcpp/">https://www.proceduresonline.com/swcpp/</a>	
<b>Somerset Safeguarding Children Partnership</b> - <a href="https://sscb.safeguardingsomerset.org.uk/">https://sscb.safeguardingsomerset.org.uk/</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>We follow the procedures laid down by the Midsomer Norton Schools Partnership in regards to all areas of Safeguarding, which are linked on the school website. All staff, governors, contractors and volunteers should be aware of this policy as well as the Trust’s Safeguarding policy.</p> <p>The procedures that staff at Leigh on Mendip School follow if a child makes a disclosure:</p> <ol style="list-style-type: none"> <li>1. Listen to what the child is saying.</li> <li>2. Accept what you are told.</li> <li>3. Try not to look surprised or disbelieving.</li> <li>4. Never promise confidentiality: Reassure the child that they are 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. Remember TED (Tell, Explain, Describe). Use the words of the child including 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 (unless reporting to a DSL).</li> <li>7. Write up the concern on ‘My Concern’ reporting software . Describe any observable behaviour. Also inform the DSL or DDSL.</li> </ol> <p>If you do not have immediate access to a computer please write the concern confidentially and type it up as soon as is practicable.</p> <ul style="list-style-type: none"> <li>● All concerns, including physical intervention, bullying (including cyberbullying), reports from parents/carers regarding safeguarding concerns at home should be recorded on MyConcern.</li> <li>● Unless there is a concern of imminent risk of harm, any concerns should be addressed with the child’s parents/ carers who may be able to provide additional information. This response should be included on My Concern and updated under actions.</li> <li>● Concerns raised will be sent to the DSL &amp; DDSL directly. It is always good practice and should be followed up with a brief conversation. Always follow up if you are very concerned or feel your concern hasn't been followed up or dealt with appropriately.</li> <li>● Information regarding a concern will be shared with relevant staff where necessary on a need to know basis.</li> </ul>	

Other procedures within the school include:

- Termly meetings between the DSL (or Deputy DSL) and Safeguarding Governor to discuss and highlight any specific issues
- An annual online safeguarding audit is completed and presented to the LGB
- DSL has Level 3 training and both DSL and DDSL will attend multi-agency training
- DSL attends MAT safeguarding meetings
- DSL and/or Deputy DSL attends Somerset safeguarding briefings and meetings

Safeguarding procedures on site:

- The front gate is opened at 8:30am and closed at 8:45am with a member of staff in attendance. They remain closed throughout the day.
- The front gate is opened at 3:00pm and closed at 3:30pm for children to leave at the end of the school day. A member of staff is in attendance.
- All parents and visitors during the school day must access the school through the front door.
- All visitors must sign in at reception and should wear a visitor badge; Trust staff will wear their lanyards when on site