



## Local Safeguarding Procedures



<b>Executive Headteacher</b>	Daniel Turull
<b>Head of School</b>	Louisa Phillips
<b>DSL</b>	Daniel Turull
<b>Deputy DSL</b>	Penny Stafford
<b>Safeguarding Governor</b>	Rebecca Taylor

### Local Procedures

Leigh on Mendip First School follows the Midsomer Norton Schools Partnership trust-wide Child Protection and Safeguarding policies and procedures. All staff, Governors and regular volunteers are made to read and sign these. All other volunteers and contractors are also made aware of them.

The DSL is on site for 2 days a week, with the Deputy DSL on site all days of the week.

If a concern is raised by a child or an adult then the following procedures are followed:

- Staff make notes as soon as they are able to (e.g. after speaking to a child). These are then written up, dated and given a time on the CP concern form which is easily accessible in the staff room.
- Concern forms will be given to the DSL or in his absence the Deputy DSL. They will be kept in the locked filing cabinet in Headteachers' office.
- Any subsequent CP forms will then be completed by the DSL or Deputy DSL.
- The DSL or Deputy DSL will attend CP conferences and core group meetings.
- Any minutes from these meetings will be kept along with the referral forms.

Staff are encouraged to speak to the DSL or Deputy DSL about any concerns, however minor. A concern form will be completed depending on the matter.

Other procedures within the school include:

- Termly meetings between the DSL (or Deputy DSL) and Safeguarding Governor with written records which are kept on the Google drive.
- DSL and Head of School complete annual online safeguarding audit together and then present findings to LGB
- DSL and Deputy DSL have Inter-agency Level 2 training
- DSL attends MAT safeguarding meetings
- Deputy DSL attends Somerset safeguarding briefings and meetings

Safeguarding procedures on site:

- The front door and gate are opened at 8:45am and closed at 9:00am. They remain closed throughout the day.
- The front door and gate are opened at 3:00pm and closed at 3:30pm for children to leave at the end of the school day.
- 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