

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

<b>Headteacher</b>	Ruth Noall
<b>DSL</b>	Ruth Noall Tracy Soccorsy Ceri Mapstone
<b>SCR Administrator</b>	Annette Harris
<b>Safeguarding Governor</b>	Rob Bubyer
<b>Local Procedures</b>	
<ul style="list-style-type: none"> <li>• St Julian’s log incidents in a CP folder locked in the main office– this is only accessed by RN, TS and CM.</li> <li>• All staff have had CP training on how to notice and raise concerns</li> <li>• All staff members are able to log concerns using a cause for concern sheet. This is available electronically on the t-drive and as a paper copy in the school office and 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 and a front sheet ensures this can be accurately tracked and monitored.</li> <li>• Files from previous years (before electronic system) are locked away in the main office. Only RN, TS and CM have access to this file.</li> <li>• C2 forms are completed by RN, TS or CM</li> <li>• Core group/ CP conferences are attended by RN, TS or CM</li> <li>• Annual safeguarding audits are completed by RN and are done so in line with Ofsted requirements.</li> <li>• In the absence of RN, TS or CM, staff can contact TR at Shoscombe who is the deputy DSL</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, TS or CM will attend MAT DSL meetings</li> <li>• RN, TS or CM attend BANES LCSB meetings</li> </ul>	