

Local Safeguarding Procedures – Shoscombe Church Primary School

Headteacher	Ruth Noall
DSL	Ruth Noall Tania Rorison
SCR Administrator	Annette Harris
Safeguarding Governor	Rob Bubyer

Local Procedures

- Shoscombe use CPOMs to log incidents – this is only accessed by RN and TR.
- All staff have had CP training on how to use the system.
- 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 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 documents are scanned and logged on pupils CPOMS 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 RN's office. Only RN and TR have access to this file.
- C2 forms are completed by RN or TR
- Core group/ CP conferences are attended by RN or TR
- Annual safeguarding audits are completed by RN and are done so in line with Ofsted requirements.
- In the absence of RN and TR, staff can contact the TS or CM at St Julian's who are the deputy DSLs
- The SLT meet regularly to discuss CP/ safeguarding concerns
- RN liaises with Sharon Crane and the LA with any policy updates.
- RN or TR will attend MAT DSL meetings
- RN or TR attend BANES LCSB meetings