



Local School Safeguarding Procedures – Shoscombe Church Primary School

updated April 2023

Headteacher and DSL	Tania Rorison
Deputy DSLs	Charlotte Webb & Ceri Mapstone
SCR Administrator	Nikki Reynolds
Safeguarding Governor	Rob Lancaster

SWCPP - <https://www.proceduresonline.com/swcpp/>

Bath and North East Somerset - BCSSP

<https://bcssp.bathnes.gov.uk/professional-working-guidance-policies-procedures>

BANES online form to report a concern

<https://www.bathnes.gov.uk/webforms/concerned-about-a-child-or-family/>

If a child or young person is in **immediate danger** then please dial **999** and ask for police assistance.

If you think a child or young person is at risk of significant harm, and it's **out of hours**, call the **Emergency Duty Team on 01454 61 51 65**

Local Procedures

- Shoscombe use CPOMS to log incidents – levels of access within CPOMS depends on role within school. Every member of staff has a log in and can report concerns.
- All staff have had Safeguarding and Child Protection training
- All staff have been trained in how to report concerns on CPOMS.
- In the event that staff cannot access CPOMS they must report a concern 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 related 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 in the HT's office. Only TR has access to this file.
- Request for Service (C2) forms are completed by TR - this is now online
- Core group/ CP / CIN conferences are attended by TR or CW
- Annual safeguarding audits are completed by TR and are done so in line with Ofsted requirements.
- In the absence of TR (or deputy DSLs), staff can contact IM at St Julian's or Alun Williams (CEO)
- The SLT meet regularly to discuss CP/ safeguarding concerns
- TR liaises with Sharon Crane and the LA with any policy updates.
- TR will attend MAT DSL meetings
- TR attend BANES LCSB meetings