



Local School Safeguarding Procedures

Headteacher	Keith Howard
DSL	Clare England (cengland@writhlington.org.uk)
Deputy DSLs	T Turner (ttuner@writhlington.org.uk) (Welfare Officer) N Marshall (nmarshall@writhlington.org.uk) Also level 3 trained: N Reynolds (nevans@writhlington.org.uk)
SCR Administrator	Sue Lock / Tania Finch slock@writhlington.org.uk / tfinchh@writhlington.org.uk
Safeguarding Governor	Steve Bamford (steve.bamford@mnspartnership.com)
<p>SWCPP - https://www.proceduresonline.com/swcpp/</p> <p>Bath and North East Somerset - BCSSP https://bcssp.bathnes.gov.uk/professional-working-guidance-policies-procedures Office hours 01225 396111 01225 477929 Out of hours 01454 615465</p> <p>Somerset Safeguarding Children Partnership https://www.proceduresonline.com/swcpp/northsomerset/index.html Early Help advice hub: 01823 355803 Children's Social Care 03001232224 Consultation line for DSLs and GPs 03001233078</p>	
Local Procedures	
<ul style="list-style-type: none"> • Writhlington School staff trained annually at the start of September to cater for changes in key guidance and policy with respect to Safeguarding. Strategic safeguarding updates are delivered through briefings and emails to maintain awareness of safeguarding issues. There is a training update termly for new staff. • Safer recruitment practices are followed when recruiting to posts. • Writhlington school has 2 DDSLs, thereby mitigating for any absence of key safeguarding staff in the event of incidents being recorded • Safeguarding concerns are raised by staff using the Safeguarding form on the staff intranet which populates a comprehensive log of concerns raised, the type of concern, agencies involved, timings of conversations, actions and outcomes. These concerns are flagged automatically to the DSL and Deputies for action in 'real time'. CEN will allocate a member of staff to follow up on this concern. • The Safeguarding Logs for each child are printed as a hard copy once the concern has 'closed'. This information is stored in a pupil safeguarding file in a locked cabinet in the DDSLs office. * • Students have access to a Student Welfare form where they can self refer to the safeguarding team. This system takes into account the issues surrounding disguised compliance when 	

dealing with parents directly. The DSL and DDSLs are alerted by email when a student has filled in the form.

- The DSL (or Deputy) makes the decision about the correct course of action when a concern is raised. This may include taking emergency action, contacting social care for advice or passing the case to a Pastoral lead to take action and report back,
- The DSL and DDSL meet weekly to assure the quality of the actions from the previous week's cases and to ensure that actions have been achieved and outcomes are in line with our safeguarding standards. This also ensures supervision for staff.
- Referrals to Children's Social Care are completed by the Welfare Officer/DSL. If the referrals are completed by the CP Officer the DSL will check and authorise before they are submitted to the relevant Local Authority. C2 requests and outcomes and equalities incidents and peer-on-peer abuse incidents are also recorded on the safeguarding tracking spreadsheet and quality assured by the DSL and DDSL as part of their weekly meeting.
- The weekly DSL/DDSL meeting includes a review of strategic actions, staff training need, information sharing with parents and students in regards to contextual safeguarding issues and quality assurance of an area of safeguarding practice or policy.
- Annual safeguarding audits are completed by CEN and are done so in line with Ofsted requirements. An annual review of safeguarding by an external body is commissioned and regular safeguarding reviews by a nominated governor are also carried out.
- The DSL works with the Pastoral Coordinator to ensure any local or national guidance updates are adopted by the schools
- The DSL attends MAT DSL meetings.
- Localised contextual risks identified by DSL and communicated to all relevant staff and the appropriate training provided to mitigate safeguarding risk. A Pastoral Bulletin is sent out weekly to all staff and students/parents are updated through Writhlington News on the website.
- Local Safeguarding procedures will be reviewed and updated annually or earlier as and when required.

*We are migrating to using MyConcern in September '21 to ensure consistency of recording actions and outcomes across the MAT.