



Local Safeguarding Procedures

Headteacher	Simon Mills
DSL	Simon Mills
Deputy DSL(s)	Vicki Bowery, Tammy Davies
Safeguarding Governor	Sarah Workman

Local Procedures

Safeguarding and promoting the wellbeing of all students is of prime concern to the school. This policy aims to ensure that adequate arrangements are in place to identify, assess, refer and support those children who are, or are at risk of, suffering harm, through working together with other agencies and establishing an environment where children feel safe and are able to grow and achieve.

The school follows the Midsomer Norton Schools Partnership Trust wide Child Protection policy. All staff, governors, contractors and volunteers should be aware of this policy as well as the Trust's Safeguarding policy. However, you need to be aware of the procedures that Westfield Primary School and Nursery follow if a child makes a disclosure:

- Listen to what they are saying.
- Accept what you are told whether or not you believe what they are saying
- Try not to look shocked or disbelieving.
- Never promise confidentiality: Reassure them that they are not to blame.
- Do not interrogate the child or ask leading questions. Clarify if necessary what has been said to you so that you are clear. Use their words. (Give an option to write if appropriate).
- Explain to the child that a designated member of staff has to be informed because they deal with all child protection issues.
- The school now uses My Concern as a reporting tool. Trusted Users (Staff) will have a login for MyConcern that will take them to the Home Page. Here staff will be able to update safeguarding concerns via a large button on the Home. Staff will select 'Report a Concern' from the Home Page and complete the on-screen form. Once they have submitted a concern the system will forward an automated email notification to the DSL(s) and they will see an on-screen receipt with a reference number for the concern.
- Where a member of staff does not have access to MyConcern they must make notes and then write them up, including date and time, describing any observable behaviour. The Trust's CP Concern Referral Form must be used. Copies can be found on the noticeboard in the staff room. The completed form must be signed/dated and given to the school's Designated Safeguarding Lead (Simon Mills) or in his absence (Vicki Bowery or Tammy Davies).
- The completed form will be held securely and placed in the child's CP file which is stored securely in the Headteacher's office.
- C2 forms are completed by SM/VB/TD

- Core group/CP conferences are attended by SM or in his absence a deputy DSL
- Annual safeguarding audits are completed by SM and are done so in line with Ofsted requirements.
- In the absence of SM, VB/TD are able to carry out the role of DSL.
- SM/VB/TD have attended recent Inter-agency Level 2 training
- SM has completed Train the Trainer course
- SM attends MAT DSL meetings

Site Security:

- Once registration closes all gates must be locked at 9.00 am and should not be unlocked until the end of the school day.
- No child should be permitted to exit the school via the school office unless they are supervised by an adult.
- All parents and visitors during the school day must access the school through the school office entrance.
- All visitors must sign in at reception and should wear a visitor badge; Trust staff will wear their lanyards.
- When Sunshine Club is in use, the internal school gate must be kept locked at all times (7.45-8.30am and 3.00-6.00pm).
- Staff access to the main school, nursery, WAPs Hut and Reception classes is through key fob access.
- Parents cannot use the staff car park unless by prior arrangement. Car park access is controlled by an automatic barrier and intercom system.
- CCTV operates by school office entrance.

