



Blagdon Primary School Child Protection - Procedure

(To be read in conjunction with LSP – Safeguarding and Child Protection Policy)

Reporting

- All staff are informed/reminded of who to report issues to during annual update meeting in September and receive regular emails/reminders/staff meeting discussion time during the year.
- All staff have a login to CPOMS and can gain help from the Headteacher or School Office to report concerns.
- Safeguarding information is on display in the majority of rooms on site, so that Designated Safeguarding Lead (DSL), Deputy Safeguarding Leads (DDSL) and Designated Safeguarding Governor (DSG) are easily identifiable.

All staff should:

- Act in line with LSP – Safeguarding and Child Protection Policy.
- When a child discloses:
 - *Listen*: Do not judge (accept what you are told) or swamp with advice
 - *Let them talk*: Use **TED** – Tell, Explain, Describe. Never ask “why?”
 - *Reassure them*: they are not to blame
 - *Try not to look shocked or disbelieving*
 - *Record everything*: including date, time, questions asked and answers given + any action taken
 - *Don't promise* not to tell anyone
- Record details on CPOMS
- Speak to a member of the safeguarding team (DSL or DDSL) as soon as possible.
- The DSL will then decide to:
 - Manage any support for the child internally using the school's pastoral support processes
 - Do an early help assessment/referral
 - Make a referral for statutory services

How to identify children who may benefit from early help and what your local early help process is?

- The concept of Early Help is simple; by working together with children, young people and families, problems can often be prevented from occurring. When they do occur, families may be offered better support in order to stop them getting worse.
- Where needs cannot be met at a Universal Level and additional needs are identified, children, young people and families may require extra support from universal and/or early help services to prevent needs escalating.
- Needs should be identified through either a single agency assessment or multi-agency Early Help Assessment to inform the response required to effect positive change.
- Early Help is provided by a broad range of agencies including the voluntary and charitable sector as well as the council and other public sector organisations.

- Students can be identified through a variety of different aspects of work within the school and the external agencies working closely with the school (see appendix 2 – How to access support at Blagdon Primary School)
- Weekly item on safeguarding at staff meetings
- Individual Support plan and behaviour stage meetings “What are we worried about?”
- Once identified, dependent on need the school may carry out a number of “Next steps”
 - North Somerset Behaviour and Attendance panel
 - Inclusion Panel
 - Local Authority – Request for service/Early Help Referral o e.g. Youth Connect, Willow Project, Creative Youth Network, Project28, MentoringPlus, Barnardos, Compass, Connecting families, Off the record, SARI.
 - Use relevant Toolkits such as: Adverse Childhood Experiences, HARMless (Mental health), Neglect toolkit, SERAF (Child Sexual Exploitation Risk Assessment), DASH (Domestic abuse), Drinkthink

Recording

- CPOMS online software is used by all staff to keep written records of any safeguarding or child protection concerns we may have, ensuring that records are stored securely and reported onward in accordance with the policy, but kept separately from the child’s general file.
- Staff are reminded during updates of how to report using CPOMS and there is a CPOMS guide to reporting in the staff shared area.
- CPOMS can be accessed from any internet enabled computer. There is shortcut from staff “desktops”. As a minimum, all staff are expected to use CPOMS to record a concern. In doing so the staff member must alert the designated safeguarding lead.
- All staff are aware that CPOMS is not a replacement for the conversation with the DSL if a child is suffering or at risk or significant harm.

Monitoring

- The Safeguarding team monitor all incidents through CPOMS and meet to discuss cases and seek appropriate further support.
- Individual Support plan and behaviour stage meetings run by the Headteacher use Signs of Safety® to structure all formal meetings with children and parents
- Detailed conversations about individual Child Protection/safeguarding concerns issues take place via Safeguarding group meetings.
- Safeguarding group meetings are attended by the DSL, SENCO and class teacher.
- Blagdon Primary School completes an Audit for NS Community Safety and Safeguarding Partnership every year?
- The Governor meets termly with the Headteacher (DSL). The nominated Governor overseeing child protection, meets with the DSL to complete the audit
- The local governing body has a standard review of the LSP – Safeguarding and child protection policy and associated Blagdon Primary School Child Protection Procedure annually, and report on generalised Safeguarding issues regularly through the Headteachers report.

The School Site

- The school site is surrounded by perimeter fencing, code and door fob entry systems.
- All visitors on site must report to the School Office via the intercom at the reception gate.
- The main gate is not open during the school day.
- Students do go outside of the perimeter fence for some lunchtime play, PE lessons and after school sports clubs. They will always be accompanied by a member of staff when this occurs.
- When off site, staff wear high visibility jackets for students to easily identify who is available to help and support them.
- All staff wear photo ID badges on a lanyard. Visitors must also wear a lanyard. These are coloured to identify who is who;
 - **Green** – Blagdon Primary School staff
 - **Red** – Visitors who have a DBS and can be alone on site
 - **Yellow** – Visitors who do not have a DBS and must always be accompanied by staff member
 - **Black** - Governors
- Any adult not wearing a lanyard or who is wearing a yellow lanyard and are on their own, should be approached and challenged.
- We ask all visitors to sign in on our electronic (or GDPR safe signing in book as back up).
- We ask all visitors to leave their mobile phones in the lockers provided.
- There is an annual fire drill undertaken during first 2 weeks of autumn term and further drills throughout the year that provide differing scenarios.
- There is an annual lockdown/invacuation drill undertaken during the autumn term.
- Students are invited to attend Calm Club, where they have a safe space to talk.
- There is a wellbeing notice in each of the main rooms signposting support.

Appendix 1 - Key Contacts for Safeguarding and Child Protection

Designated Safeguarding Lead (DSL)	Jenny Campbell, Headteacher
Deputy Designated Safeguarding Lead (DDSL)	Kerrie Burnell, SENDCo & Class Teacher
Deputy Designated Safeguarding Lead (DDSL)	Clare Pearson, Class Teacher
Designated Safeguarding Governor (DSG)	Tom Herbert
Designated Leader for Looked After Children (LAC)	Jenny Campbell, Headteacher
Local Authority Designated Officer	Julie Bishop lado@n-somerset.gov.uk 01275 888211
North Somerset Social Care (Child Protection Team)	01275 888808
North Somerset Mental Health 24/7 Response Line	0300 303 1320
NSPCC	0808 8005000
Childline	0800 1111
Report abuse in Education – National helpline	0800 136 663 or help@nspcc.org.uk

Appendix 2 – How to access support at Blagdon Primary School

