



Local School Safeguarding Procedures Dundry CE Primary School

Executive HeadTeacher	Ruth Noall
Head of School	Anne-Marie Maggs
Designated Safeguarding Lead	Anne-Marie Maggs
Deputy Designated Safeguarding Lead	Ruth Noall
SCR Administrator	Kate Edwards
Safeguarding Governor	Claire Mirams

In the case a concern is escalated, the DSL will contact the

Bristol First Response Team on 01179036444

(Out of Hours: **Emergency Duty Team 01454615165**) for children who live in Bristol.

For **North Somerset** children, the DSL will call the **Single Point of Access (SPA)** number:
01275 888808

Local Procedures

- Dundry use My Concern to log incidents – AMM and RN have account manager overview
- All staff have had CP training on how to use the system.
- All staff members are able to log concerns using My Concern. This is available electronically and as a paper copy in the Head Teacher’s office.
- 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 take action immediately.
- All documents are scanned and logged on pupils My Concern’s file to ensure the profile is up to date and stored in chronological order.
- Paper files from previous years (before electronic systems) are locked away in the HT’s office. Only AMM and RN have access to this file.
- C2 forms are completed by AMM or RN.
- Core group/ CP conferences are attended by AMM or RN.
- Annual safeguarding audits are completed by AMM or RN and are done so in line with Ofsted requirements.
- In the absence of AMM and RN, staff can contact TR at Shoscombe Church School who is the deputy DSL.
- The SLT meets regularly to discuss CP/safeguarding concerns.
- AMM/RN liaises with Sharon Crane and the LA with any policy updates.
- AMM or RN will attend MAT DSL meetings.
- AMM or RN attend LCSB meetings
- Localised contextual risks identified by DSL and communicated to all relevant staff and the appropriate training provided to mitigate safeguarding risk.
- Local Safeguarding procedures will be reviewed and updated annually or earlier as and when required.