

Local Safeguarding Procedures

Headteacher	Anne-Marie Maggs
DSL	Anne-Marie Maggs
Deputy DSL/CP Officer(s)	Sarah Warren
Safeguarding Governor	Ruth Noall
Designated Teacher for LAC pupils	Anne-Marie Maggs

SWCPP - <https://swcpp.trixonline.co.uk/>

Bristol Safeguarding Partnership

<https://bristolsafeguarding.org/contact-us/>

North Somerset Safeguarding Children Partnership

[Childrens Safeguarding Partnership | Childrens Safeguarding Partnership](#)

Local Authority Designated Officer (LADO)

Allyson Donovan

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Local Procedures

Safeguarding and promoting the wellbeing of all students is of prime concern to Dundry Primary 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.

- The school uses the electronic system My Concern to log incidents – AMM and SW have account manager overview.
- All staff have had training on how to use the system.
- All teaching staff, teaching assistants and office staff are able to log into the system to record a concern. SLT will receive notification and be able to follow up the concern.
- In the event that staff cannot access MyConcern, they must report a concern using a 'cause for concern' sheet. This is available as a paper copy in the DSL/HT 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 electronically logging the concerns.
- All relevant documents are scanned and added to MyConcern, to ensure the records are up to date and stored in chronological order.
- Paper files from previous years (before MyConcern) are locked away in the DSL office. Only SLT has access to this file.
- Online referrals to children's social care are completed by AMM and SW.
- Core group/ CP conferences are attended by AMM and/or SW.
- Annual safeguarding audits are completed by AMM, in line with Ofsted requirements.
- The DSL and Deputy DSLs meet regularly to discuss any CP/ safeguarding concerns.
- AMM meets with Ruth Noall each term to discuss the SCR.
- AMM meets with Ruth Noall each term to discuss Safeguarding.
- AMM liaises with Sharon Crane with regard to any policy updates.
- AMM attends MAT DSL meetings.

- All school staff attend annual safeguarding training, as well as receiving safeguarding updates from AMM throughout the year.
- 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.

Last Updated November 2025