

Local Safeguarding Procedures

Notton House Academy

Headteacher	Michelle Reysenn mreysenn@nottonhouseacademy.org.uk
DSL	Michelle Reysenn mreysenn@nottonhouseacademy.org.uk
Deputy DSL/CP Officer(s)	Linda Hawkey lhawkey@nottonhouseacademy.org.uk
Safeguarding Governor	Trystan Williams trystan.williams@msnpartnership.com
Designated Teacher for LAC pupils	Linda Hawkey lhawkey@nottonhouseacademy.org.uk

SWCPP

<https://www.proceduresonline.com/swcpp/>

Bath and North East Somerset - BCSSP

<https://bcssp.bathnes.gov.uk/professional-working-guidance-policies-procedures>

Somerset Safeguarding Children Partnership

<https://sscb.safeguardingsomerset.org.uk/>

North Somerset Safeguarding

<https://www.northsomersetsafeguarding.co.uk/>

Bristol Safeguarding

<https://www.proceduresonline.com/swcpp/bristol/index.html>

Wiltshire Safeguarding

<https://www.proceduresonline.com/swcpp/wiltshire/index.html>

South Gloucestershire Safeguarding

<https://www.proceduresonline.com/swcpp/southglos/index.html>

Local Procedures

- Notton House Academy use the electronic system CPOMS to log incidents. There is an additional, specific visitor form, yellow colour, that is then passed to a DSL to process and log.
- All staff have had CP annual training on how to use CPOMS, and all staff members are able to log into CPOMS to log a concern.
- Staff training takes the form of planned statutory training including CP, KCSIE, Prevent, and also training that responds to the emerging safeguarding trends within the academy.
- The weekly PSHE curriculum is flexible in order that emerging child protection trends can be addressed through assemblies, lessons, targeted mentoring, counselling, Thrive/ ELSA, and 1:1 work.

- Additional members of middle leadership and support staff, although not named DSLs, are trained to DSL level as a good practice measure.
- Staff who log concerns of high priority, such as self-harm, are trained to also speak to the DSL or a Deputy DSL in person, as well as electronically logging the concerns. This ensures that staff are fully aware of a high priority concern in 'real time' and are able to act immediately.
- All relevant documents are scanned and logged on students' CPOMS to ensure the profile is up to date and stored in chronological order.
- The safeguarding quality assurance takes place weekly, a summary is emailed to staff and followed up in staff meetings each week; plus, safeguarding is a weekly agenda item at SLT meetings.
 - Paper files from previous years (before electronic systems) are locked away. The Safeguarding Team have access to these files.
- Internal support for pupils is available from trained staff in ELSA, Thrive, as well as through key working and mentoring.
- External support from counsellors/ therapists, substance misuse mentoring, local police, educational psychologist, CAMHS, and School Nurse, is available for pupils.
 - The Attendance Team monitor attendance daily, weekly, and termly, and record any concerns to the Leadership Team.
 - Social Care referrals are completed by trained DSL staff.
 - Core group/ CP conferences are attended by trained DSL staff.
- Annual safeguarding audits are completed by the DSL and DDSL, and are done so in line with Ofsted requirements.
 - Michelle Reysenn, HT and DSL, meets with the Bursar regularly to QA the SCR.
- Supervision support is available, where required, for staff via Matthew Hemson counselling.

Site Security

- The academy has a private and secure entrance. The site is not shared.
 - Gates are electronically locked during the day and evening.
- All visitors must sign in at the main reception, on the ipad, and wear a visitor badge.
- Visitors who are DBS checked wear a green lanyard, visitors who are not DBS checked wear a red lanyard.
 - All visitors receive an information leaflet and a safeguarding leaflet.
- Localised contextual risks identified by the DSL, are 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.