

## Who's who...

### **Chair of Governors with Safeguarding Responsibility:**

Mrs Marie Powell

### **Designated Safeguarding Lead (DSL):**

Mr Masterson

### **Deputy Safeguarding Lead:**

Mrs Donaghy

### **Assistant Safeguarding Leads:**

Miss Bradley and Miss Ellicott

**Family Support Worker and Safeguarding practitioner:** Mrs Michelle Hellend.



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**St John Bosco  
Catholic  
Primary School**

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**Safeguarding  
procedures...a  
guide for staff**

# Safeguarding procedures

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## Pastoral books

Every teacher and teaching assistant is expected to use the Pastoral books to record any low level concerns or incidents with parents



## The Thresholds matrix

The Thresholds matrix gives a framework to measure Safeguarding and Child Protection concerns. We use this to know how best to support any concerns we have in school.

## Raising a concern

If you believe that any events or disclosures are a matter of Safeguarding and Child Protection then you have a responsibility to refer this to the Designated Safeguarding Lead (DSL) and if not, the Deputy Safeguarding Lead. Concerns should be raised using the 'Cause for Concern' proforma.

Once a Cause for Concern sheet has been received and a record of the action taken/outcome is made, the document requires storage in the Cause for Concern file. This file is organised with individual sections for each year group and should be updated annually.

A log of the cause for concern will be made on the cause for concern overview sheet.

## What happens next?

The DSL will make the final decision whether concerns will be monitored in school or be referred to the access team for further investigation.

Some families will require **Early Help** and notes can be added onto **eCAF** or a referral made using the **Common Assessment Framework** for further support. This needs to be agreed with parents. If they meet requirements then the **COG team** will be involved and **TAF meetings** held. For others, a **MARF** may be completed and an assessment by **Social Services** and the **Access Team** deemed necessary.

## Family Support Worker

Our Family Support Worker, Michelle Hellend, carries out home visits to any families which require further support or those families who we are monitoring. As well as this, she will follow up on any Domestic violence alerts made known in school. She also supports children in school.

## Individual pupil files

Some children who have a history of safeguarding and child protection issues or who are made known to school by Social Services may have an individual pupil file which documents a chronology of their case and support.