



# Child Protection and Safeguarding Local Procedures

## Aurora Hedgeway School

Please refer to Main Policy A1 Child Protection and Safeguarding Policy

**Important contacts:**

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Service Lead		07776658573 <a href="mailto:Klaire.Rowland@the-aurora-group.com">Klaire.Rowland@the-aurora-group.com</a> Headteacher
Designated Safeguarding Lead (DSL)	Natalie Leitch	07796 088727 <a href="mailto:Natalie.Leitch@the-aurora-group.com">Natalie.Leitch@the-aurora-group.com</a>
Deputy DSLS	Klaire Rowland	07776658573 <a href="mailto:Klaire.Rowland@the-aurora-group.com">Klaire.Rowland@the-aurora-group.com</a> Headteacher
Out of office hours contact:	Natalie Leitch Klaire Rowland  Kim Welsh	DSL/DDSI' s will be available between the hours of 8am – 4.30pm  Kim Welsh – can be contacted in an emergency throughout the summer holidays. <a href="mailto:Kim.Welsh@the-aurora-group.com">Kim.Welsh@the-aurora-group.com</a> 07392 872786  South Glos ART team should be contacted for an immediate safeguarding response outside of school hours
Local Authority Designated Officer (LADO)	Tina Wilson	<a href="mailto:tina.wilson@southglos.gov.uk">tina.wilson@southglos.gov.uk</a> lado@southglos.gov.uk 01454 868508
Operations Director (acting as chair of governors)	Kim Welsh	<a href="mailto:Kim.Welsh@the-aurora-group.com">Kim.Welsh@the-aurora-group.com</a> 07392 872786

# Aurora

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Aurora Safeguarding Lead	Kim Welsh	<a href="mailto:Kim.Welsh@the-aurora-group.com">Kim.Welsh@the-aurora-group.com</a> 07392 872786
Aurora Quality Assurance Director	Lesley Dalglish	<a href="mailto:Lesley.Dalglish@the-aurora-group.com">Lesley.Dalglish@the-aurora-group.com</a> 07884 748 859
Channel helpline		020 7340 7264
How to report child abuse to the Local Council		<a href="https://www.gov.uk/report-child-abuse-to-local-council">https://www.gov.uk/report-child-abuse-to-local-council</a>
<b>NSPCC</b>		<a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a> 0808 800 5000

In the event of an allegation against the Service Lead, you should contact the Operations Director. An allegation against an Operations Director should be reported to the Quality Assurance Director.

## 18. Local Procedures

The Children's Partnership is the new statutory body in accordance with Working Together 2018. The main changes are that there are now three organisations that have an equal and shared duty to make arrangements to work together with relevant agencies to safeguard and promote the welfare of all children in South Gloucestershire.

The Executive meets quarterly and is comprised of the three statutory partners the local authority, the police, and the clinical commissioning group. The Head of Safeguarding for South Gloucestershire Council also attends as chair of the Senior Officers Group.

Local Authority: Director of Children, Adults and Health

CCG: Director of Nursing, BNSSG

Police: Area Commander for South Gloucestershire, Avon & Somerset Police

All staff should be aware of the guidance issued by South Gloucestershire safeguarding board

Access & Response Team (ART)

South Gloucestershire Council

01454 866000

Compass

Compass@southglos.gov.uk (for professional use only)

LADO:

Tina Wilson 01454 868508

[Tina.wilson@southglos.gov.uk](mailto:Tina.wilson@southglos.gov.uk)

Strategic Safeguarding Manager

Catherine Boyce

01454 866924

For any Sexting concerns complete an ART referral and submitted to Access & response.

Useful links

[http://sites.southglos.gov.uk/safeguarding/wp-content/uploads/sites/221/2016/09/Sexting-in-SchoolsGOV.UK\\_.pdf](http://sites.southglos.gov.uk/safeguarding/wp-content/uploads/sites/221/2016/09/Sexting-in-SchoolsGOV.UK_.pdf)

<http://sites.southglos.gov.uk/safeguarding/children/i-am-a-childyoung-person/staying-safe-online/>

Prevent in South Gloucestershire

Prevent is a national programme which forms one strand of the government's counter terrorism programme. It addresses all forms of dangerous extremism including both Islamist extremism and also far right extremism. While actions inspired by Islamic State are high profile nationally and internationally the white supremacist ideology of extreme right-wing groups has also provided both the inspiration and justification for people who have committed terrorist acts.

The objectives of Prevent are:

To respond to the ideological challenge of terrorism and the threat we face from those who promote it  
To prevent people from being drawn into terrorism and to ensure that they are given appropriate advice and support

To work with sectors and institutions where there are risks of radicalisation that we need to address

There are specific statutory obligations under Prevent for local authorities, schools, higher and further education, health services, prisons, probation, and the police. Published national guidance identifies best practice for each of the main sectors and describes ways in which they can comply with the duty, as well as providing advice and information on how compliance with the duty will be monitored.

More Information

A Prevent Board has been established to co-ordinate this work in South Gloucestershire.

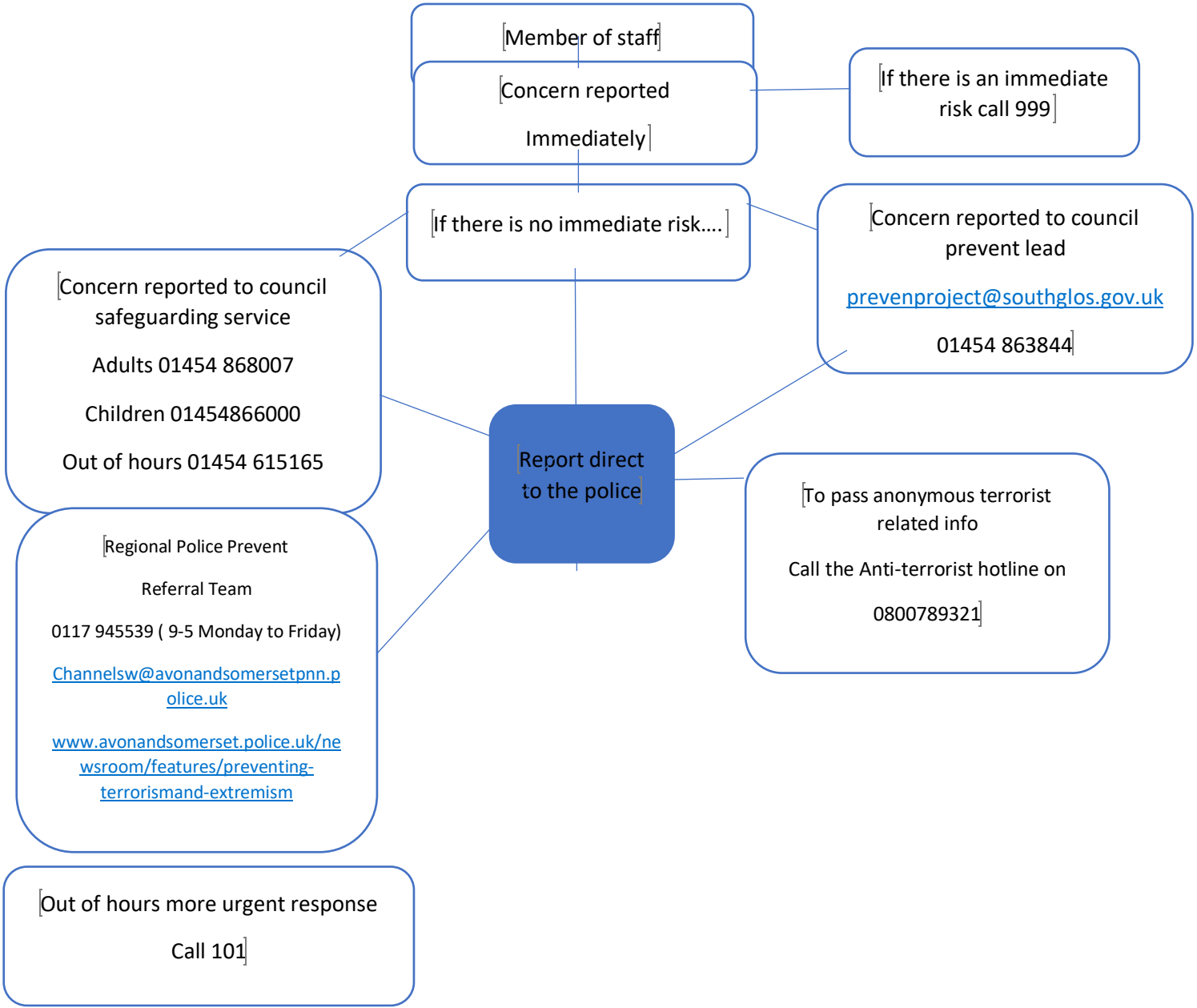
If you would like any further details of Prevent in South Gloucestershire, please email [PreventProject@southglos.gov.uk](mailto:PreventProject@southglos.gov.uk)

Useful South Gloucestershire links.

<http://sites.southglos.gov.uk/safeguarding/children/i-am-a-professional/prevent-2/>

# Aurora

Prevent – Local procedures



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**In relation to Appendix 4:** As we are a special needs service our children are more vulnerable to all forms of abuse. Communication barriers and negative experiences of education/care in the past may also make it harder for our children/families to disclose concerns. As such we use a range of approaches such as team meetings and briefings, progress reviews and ongoing work to develop strong and supportive relationships to review possible risks and signs of abuse.

## **Non-collection of children**

If the student is transported by local authority transport (taxi/bus), we will:

Contact the local authority transport coordinator to inquire what the delay is and the expected time for arrival.

Contact the parents/carers to inform them if there is a delay or that the transport is not arriving.

If the local authority transport is cancelled, parents will be contacted to collect their child.

School staff will wait with the student until parents arrive at school.

If parents are unable to collect their, we will organise transport using a school vehicle with a school driver.

## **If a child is transported by Parent**

We will contact a parent immediately to find out the cause of the delay. If we are unable to contact the primary contact the emergency contact will be called.

School staff will wait with the child until the parent/emergency contact arrives.

If the family have social care involvement they will be informed if we are unable to contact either the parent or the emergency contact.

## **Missing children**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a student's goes missing, we will:

Teaching staff are accountable for taking a register of attendance at the beginning of their teaching session.

If a student goes missing during a session or an activity, we will:

Immediately inform a colleague that a child is not in the expected activity. This colleague will ensure that the Headteacher/DSL is made aware.

Staff collect a school phone from reception to maintain contact with the school and update the headteacher.

Available staff will search the grounds and surrounding areas for the child.

If staff have had no sight of the student for 10 minutes emergency services (999) will be called to support in the search for the student.

If this is unsuccessful

The member of staff will contact the school to request a driver and school vehicle come to them to expand the search.

If a search in the immediate vicinity is unsuccessful, the school will contact parents to inform them of the situation. The school will maintain contact with parents to keep them updated.

Once the student has been located and safe, the school will

Record the incident on My Concern/School pod