



# Child Protection and Safeguarding Local Procedures

## Aurora Keyes Barn School

Please refer to Main Policy A1 Child Protection and Safeguarding

**Important contacts:**

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Site Lead	Dalziel Mcalister	<b>Dalziel McAlister</b> Headteacher/SENCO   <a href="#">The Aurora Group</a> t: 01772 673672 m: 07498499773 e: <a href="mailto:dalziel.mcalister@the-aurora-group.com">dalziel.mcalister@the-aurora-group.com</a> w: <a href="http://www.the-aurora-group.com">www.the-aurora-group.com</a>
Designated Safeguarding Lead (DSL)	Dalziel Mcalister	<b>Dalziel McAlister</b> Headteacher/SENCO   <a href="#">The Aurora Group</a> t: 01772 673672 m: 07498499773 e: <a href="mailto:dalziel.mcalister@the-aurora-group.com">dalziel.mcalister@the-aurora-group.com</a> w: <a href="http://www.the-aurora-group.com">www.the-aurora-group.com</a>
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Out of office hours contact:		
Local Authority Designated Officer (LADO)	Tim Booth	01772 536694 Email: <a href="mailto:tim.booth@lancashire.gov.uk">tim.booth@lancashire.gov.uk</a> Safeguarding Unit, Room B16 County Hall, Fishergate Hill Preston, PR1 8RJ

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ROLE/ORGANISATION	NAME	CONTACT DETAILS
Operations Director (acting as chair of governors)	Pam Eyes	Pam.Eyre@the-aurora-group.com
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>
Local-Agency Safeguarding Hubs		

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.

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### Listening to the Child

If the child makes an allegation or discloses information which raises concern about Significant Harm, the initial response should be limited to listening carefully to what the child says so as to:

#### **Clarify the concerns;**

Offer reassurance about how they will be kept safe; and

Explain that the information will be passed to Children's Social Care and/or the Police.

If a child is freely recalling events, the response should be to listen, rather than stop the child; however, it is important that the child should not be asked to repeat the information to a colleague or asked to write the information down;

If the child has an injury but no explanation is volunteered, it is acceptable to enquire how the injury was sustained;

However, the child must not be pressed for information, led or cross-examined or given false assurances of absolute confidentiality. Such well-intentioned actions could prejudice Police investigations, especially in cases of Sexual Abuse. For more information see Achieving Best Evidence in Criminal Proceedings: Guidance on Interviewing Victims and Witnesses, and Using Special Measures;

A record of all conversations, (including the timings, the setting, those present, as well as what was said by all parties) and actions must be kept;

No enquiries or investigations may be initiated without the authority of the Children's Social Care or the Police;

If the child can understand the significance and consequences of making a referral, they should be asked her/his views by the referring professional;

Whilst the child's views should be considered, it remains the responsibility of the professional to take whatever action is required to ensure the safety of that child and any other children.

### Informing Parents

When sharing information about a child or family with Children's Social Care, it is good practice for practitioners to be transparent about their concerns and to seek to work cooperatively with parents or / carers. Practitioners should therefore usually inform parents or / carers (and the child depending on their age and level of understandings) that they are going to make a referral;

However, referrals can be made without first informing parents or/ carers where to do so would place a child at risk;

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Where a professional practitioner makes a referral without informing the parents or/ carers this must be recorded in the child's file with reasons, and confirmed in the referral to Children's social care.

## **Making a Referral**

Referrals where there is concern about the child being at risk of Significant Harm must be made in one of the following ways:

In person or by telephone contact to the relevant Children's Social Care Office;

In an emergency outside office hours, by contacting the Children's Social Care Out of Hours Service / Emergency Duty Team or the Police;

All professionals must confirm verbal and telephone referrals in writing within 48 hours of being made.

In the event that an agency does not agree with the response and decisions about the referral by the Children's Social Care, the referring agency should discuss their concerns directly with the line manager of the social worker, in the first instance to seek resolution. See also Resolving Professional Disagreements (Escalation and Conflict Resolution) Procedure; Referrals should be made to the duty officer at the Children's Social Care Team where the child is living or is found. All professionals should make a follow-up written referral within 48 hours using their agreed referral process;

In Blackpool, the referral should be made in Blackpool using the Multi Agency Referral Form (MARF).

In Blackburn with Darwen, the referral must be telephoned to the Children Advice and Duty Service (CADS).

In Lancashire, the referral must be made on the Safeguarding Children Referral Form.

In Bury, if there is no immediate danger, or you need advice or information, you can either telephone the Multi-Agency Safeguarding Hub or complete the online form on the Bury Council website.

In Sefton, a Child Referral Form should be completed in all cases unless you deem the child to be at risk of immediate significant harm to which MASH Contact Officers will receive information via the telephone in the first instance but following this a Child Referral Form must be completed.

If the child is known to have an allocated social worker, referrals should be made directly to the allocated worker or, in their absence, the manager or Children's Social Care;

If the concern arises out of office hours, the referral must be made to the Children's Social Care Out of Hours/Emergency Duty Team. Any work undertaken by the Emergency Duty Team will be completed by the regular office hours' Children's Social Care;

If it is not possible to contact Children's Social Care, the concern must be reported to the Police or if not available to the Duty Inspector at the nearest Police station. If the Police receive

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a referral prior to the Children's Social Care, they must consult with Children's Social Care as soon as practicable and prior to taking any action, if possible;

Professionals in most agencies should have internal procedures, which identify Designated Senior Persons or Named Professionals - managers or staff, who are able to offer advice on child protection matters and decide upon the necessity for a referral. Consultation may also be required directly with the local Children's Social Care team or the allocated social worker in Children's Social Care;

Arrangements within an agency may be that a designated person makes the referral.

However, if the Designated Person or Named Professional is not available, the referral must still be made without delay.

**A REFERRAL OR ANY URGENT MEDICAL TREATMENT MUST NOT BE DELAYED BY THE UNAVAILABILITY OF DESIGNATED OR NAMED PROFESSIONALS;**

The person making the referral should provide the following information if available.

Note - absence of information must not delay a referral:

Full name, any aliases, date of birth and gender of child/children;

Full family address and any known previous addresses;

Identity of those with parental responsibility;

Names, date of birth and information about all household members, including any other children in the family, and significant people who live outside the child's household;

Ethnicity, first language and religion of children and parents/carers;

Any need for an interpreter, signer or other communication aid;

Any additional needs of the child/ren;

Is the child registered at a school or regularly attending a school? If so, identify the school;

Any significant/important recent or historical events/incidents in the child or family's life;

Has the child recently spent time abroad or recently arrived in the area?

Cause for concern including details of any allegations, their sources, timing and location;

The identity and current whereabouts of the suspected/alleged perpetrator;

The child's current location and emotional and physical condition;

Whether the child is currently safe or is in need of immediate protection because of any approaching deadlines (e.g. child about to be collected by alleged abuser);

The child's account and the parents' response to the concerns if known;

The referrer's relationship and knowledge of the child and parents/carers;

Known current or previous involvement of other agencies/professionals;

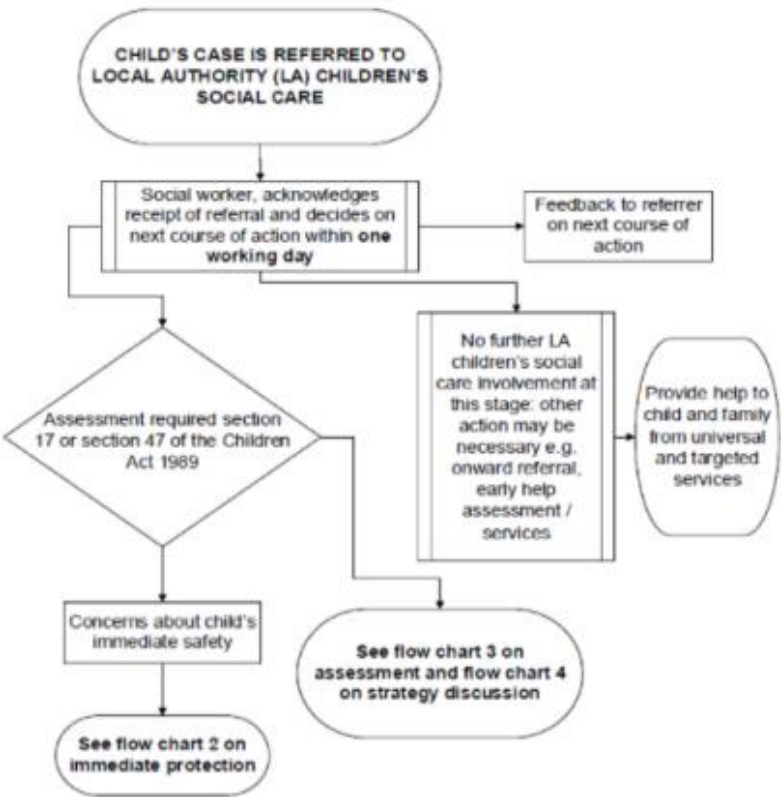
Information regarding parental knowledge of, and agreement to, the referral.

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Please see 3.1 Making a Referral to Children's Social Care ([proceduresonline.com](http://proceduresonline.com)) for more information on making a referral to social services, for Lancashire, Blackpool and Blackburn and Darwen.

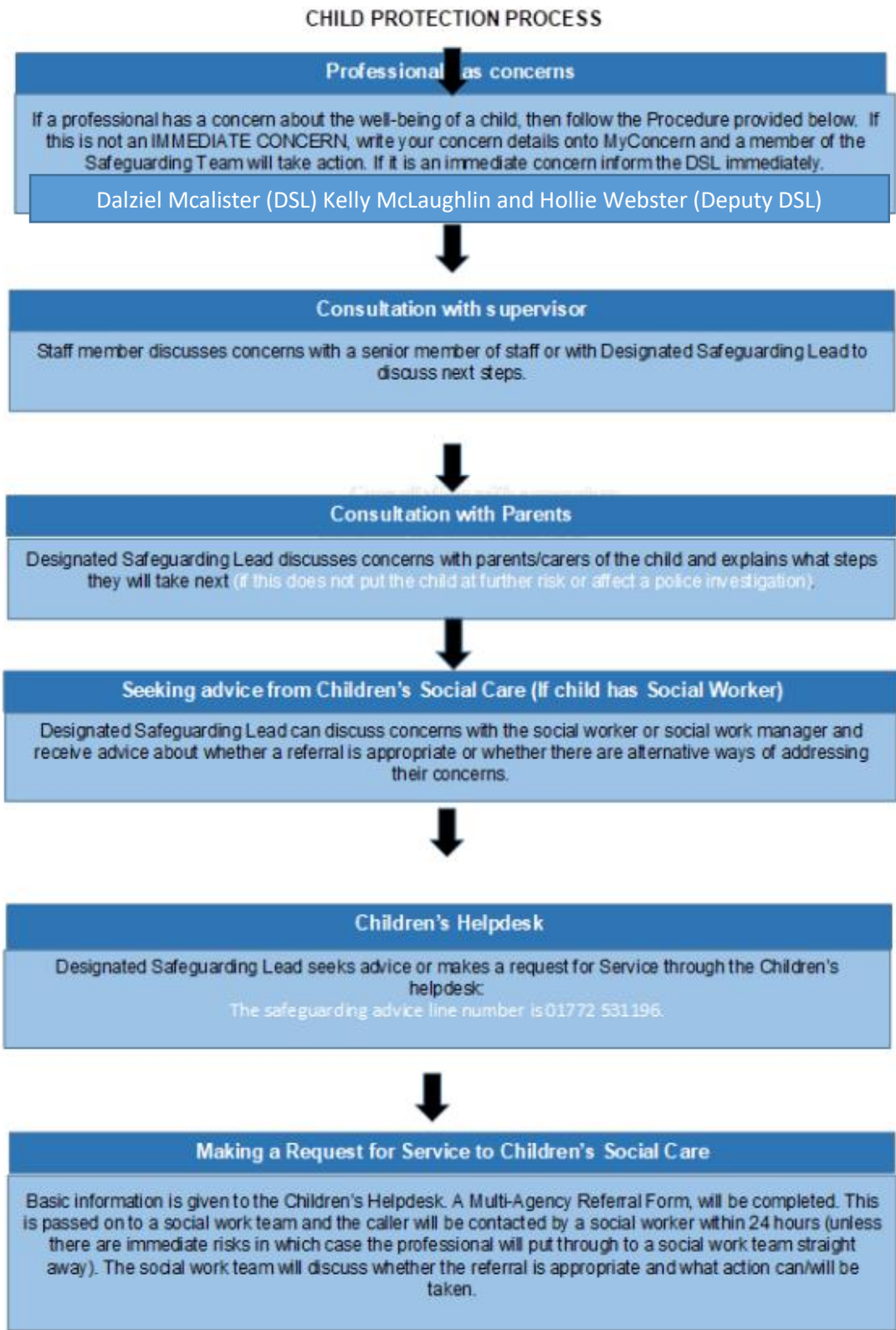
The Designated Safeguarding Lead will be available during opening hours. Out of hours are from 16:00 - 08:00.

Flow chart 1: Action taken when a child is referred to local authority children's social care services



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## School Procedures





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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 a child is not collected at the end of the session/day, we will make every effort to contact alternative emergency contacts and ascertain reasons for the missed collection. If contact cannot be made staff will remain with the child and make contact with the duty social work team to make a referral and seek advice.

## **Missing pupils/children**

Children Missing from Education can be a potential sign of abuse or neglect including sexual exploitation, child criminal exploitation, undergoing female genital mutilation, forced marriage or travelling to conflict zones.

- ALL staff and volunteers follow school procedures when a child misses education particularly on repeat occasions to help identify the risk of abuse and neglect
- The school Attendance Policy is up to date, reviewed annually and includes reference to CME and procedures followed in the case of children missing or who have attendance concerns
- There is an admissions policy and an attendance register
- The Local Authority is informed of any pupil who fails to attend school regularly, or has been absent without the schools permission for a continuous period of 10 school days or more
- Where reasonably possible schools and colleges should hold more than one emergency contact number for their pupils and students and contact when appropriate.
- ALL staff will be aware that children going missing from education can be a warning sign of safeguarding considerations.
- If appropriate, an allocated keyworker or head teacher will attempt a home visit