



Child Protection and Safeguarding Local Procedures

Aurora Ivy Lane School

Please refer to Main Policy A1 Child Protection and Safeguarding Policy

Important contacts:

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Site Lead	Michael Walsh	Michael.Walsh@the-aurora-group.com 07766 428674
Designated Safeguarding Lead (DSL)	Michael Walsh	07766 428674
Deputy DSLS	Sarah Bowes-Charles	07770 441672
Out of office hours contact:	Michael Walsh	07766 428674
Local Authority Designated Officer (LADO)	Mark Wilkinson Local Authority Designated Officer Children and Young People Safeguarding and Review Unit Five Towns Resource Centre Welbeck Street Castleford WF10 1DP	Tel: 01977 727032 Mobile: 07711 797847 or email markwilkinson@wakefield.gov.uk lado.referrals@wakefield.gov.uk
Operations Director (acting as chair of governors)	Pam Eyre	pam.eyre@the-aurora-group.com 07503 663331
Aurora Safeguarding Lead	Kim Welsh	Kim.Welsh@the-aurora-group.com 07392 872 786

Aurora

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Aurora Quality Assurance Director	Lesley Dalgleish	Lesley.Dalgleish@the-aurora-group.com 07884 748 859
Channel helpline		020 7340 7264
How to report child abuse to the Local Council		https://www.gov.uk/report-child-abuse-to-local-council
Wakefield MASH	Multi Agency Safeguarding Hub (MASH))	MASH-Referral@wakefield.gov.uk 03458 503503

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.

Aurora

18. Local Procedures

* Aurora Ivy Lane will continue to record Safeguarding Concerns using CPOMS, transitioning to MyConcern in line with timescales agreed with the Chief Operating Officer.

Where the main policy refers to MyConcern, please substitute for CPOMS.

Below is a list of external agencies that can be contacted if you are unable to contact the schools DSL or if you consider the young person to be at immediate risk of harm.

If a child may be at imminent risk of significant harm, please call 999.

Wakefield Safeguarding Children's Partnership

Wakefield Safeguarding Children Partnership (WSCP) supports local organisations who work or volunteer with children and families to work together to safeguard children and promote their welfare.

Wakefield Integrated front door

The Integrated Front Door provides advice and signposting as well as allocating referrals to Children's Social Care and Children First Hubs (Wakefield's Early Help Service). The Integrated Front Door records and screens contacts made so that decisions on how best to support a child and family are made in a timely way and the nature of help needed is appropriate to the level of need.

If you believe the situation is urgent but there is no immediate danger, please call 0345 8503 503 in the first instance to speak to the Integrated Front Door.

As part of this discussion the Integrated Front Door will advise on the next steps to take and as to whether a Multi-Agency Referral Form (MARF) should be completed and submitted to social_care_direct_children@wakefield.gov.uk.

Should your call be outside of business hours (Monday – Thursday, 8.30am – 5pm and Friday 8.30am – 4.30pm) please still call 0345 8503 503 to speak to the Emergency Duty Team. Please note, the Emergency Duty Team operate an emergency only service, non-emergency contacts will need to be made on the next working day.

Wakefield Multi Agency Safeguarding Hub (MASH)

The MASH is the multi-agency arrangement which supports the Integrated Front Door and is made up by a range of services such as the police, Children's Social Care, Child First Hubs (Wakefield's Early Help Service), and health agencies. This is so the range of information relating to a child and family can be understood to help determine the correct level of support is provided.

Not all contacts made to the Integrated Front Door will be screened by the MASH, only those which require a range of information from different services. Local Authority Designated Officer (LADO)

MASH-Referral@wakefield.gov.uk

Tel: 03458 503503

Wakefield LADO

The LADO Service manages allegations against individuals who work or volunteer with children in Wakefield. If you have a concern regarding someone who works with children please contact the LADO on:

Tel: 01977 727032

Mobile: 07711 797847

Aurora

or email

markwilkinson@wakefield.gov.uk

lado.referrals@wakefield.gov.uk

[NSPCC Whistleblowing](#)

The Whistleblowing Advice Line offers free advice and support to professionals with concerns about how child protection issues are being handled in their own or another organisation.

If you think an organisation is putting children at risk, even if you're not certain, call us today to talk through your concerns.

NSPCC Whistleblowing Advice Line is available from 8am-8pm Monday to Friday and 9am-9pm at the weekend. You can also email help@NSPCC.org.uk at any time. All calls are free and can be confidential if required.

[How parents, carers and children can report serious safeguarding concerns](#)

If you are a child or young person being abused or neglected, or an adult who is concerned about a child or young person's safety and wellbeing and you do not want to raise this via the school, please call Wakefield Social Care Front Door on 0345 8503 503.

If you have concerns about an adult call 03458 503503 or email social_care_direct@wakefield.gov.uk (available 9am to 5pm, Monday to Friday).

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

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

Follow the school missing protocol, a copy of which is available from the school on request.

Aurora Ivy Lane recognises that there are several reasons why a child might miss education and these include:

- › failing to make a successful transition
- › exclusion
- › mid-year transfer of education provision
- › families moving into a new area

Aurora Ivy Lane also accepts that there are some students who might be particularly vulnerable to missing education. Aurora Ivy Lane will promote the importance of attendance to parents and students. Should attendance become a concern, the school will act in accordance with the Aurora Ivy Lane Attendance Policy and requirements stipulated in Government statutory guidance:

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› <https://www.gov.uk/government/publications/children-missing-education>

Ivy Lane's Safeguarding Approach

Ivy Lane School aims for an environment that provides children with warmth, security, consistency, understanding and trust. Our safeguarding children and child protection arrangements sit within this context. We treat every child as an individual, and we work hard to ensure each one receives safe, effective, child centred support and education.

Ivy Lane School aims to support children to be safe and happy, teach children how they may help to keep themselves safe, work to identify risk, prevent abuse and ensure our child protection procedures are engaged at an early stage where needed. Child-centred approaches to planning and delivery of education, keeping children healthy, positive behaviour support balanced with sound safeguarding and child protection arrangements provide a framework for achieving this. Our safeguarding children and child protection procedures include listening to children, ensuring that children, our staff and others are able to speak up in the knowledge that their concerns will be acted upon.

We know that children in our school are particularly vulnerable to abuse because of their disabilities. This is why we make safeguarding and child protection a priority and will always aim for an open and transparent approach to reporting, learning and evolving our practice. Our policy and procedures fit with national and local guidance and procedures. Their purpose is to help our staff provide safe standards of support, recognise the signs and symptoms of abuse and understand the correct procedures they must follow if they are concerned about the safety and wellbeing of a child.