



**Child Protection and Safeguarding Local Procedures**

**Aurora Redehall School & Caterham Education Centre**

Please refer to Main Policy A1 Child Protection and Safeguarding

**Important contacts:**

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Site Lead	David Thomas – Principal	07721 210 970 <a href="mailto:David.thomas@the-aurora-group.com">David.thomas@the-aurora-group.com</a>
	Emma Digby – Head of School	07887 218 019 <a href="mailto:Emma.digby@the-aurora-group.com">Emma.digby@the-aurora-group.com</a>
Designated Safeguarding Lead (DSL)	Charlotte Potter	07825 431546 01342 778 650 – Redehall Site 01342 778 655 – Caterham Site <a href="mailto:charlotte.potter@the-aurora-group.com">charlotte.potter@the-aurora-group.com</a>
Deputy DSL's	Emma Owen (Redehall site) Nicky Burst (Caterham site)	01342 778 650 07827 246744
	David Thomas (cross-site) Emma Digby (cross-site) Paige Gilbert (cross-site) Hollie Riley (cross-site)	07721 210 970 07887 218 019 07458 058 820 07778 323 800
Out of office hours contact:	Charlotte Potter	07825 431546
Local Authority Designated Officer (LADO)	Local office	0300 123 1650 or email <a href="mailto:LADO@surreycc.gov.uk">LADO@surreycc.gov.uk</a>
Operations Director (acting as chair of governors)	Phil Jonas	<a href="mailto:Phil.Jonas@the-aurora-group.com">Phil.Jonas@the-aurora-group.com</a> 07770 072 870

# 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 872 786
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>
C-SPA		0300 470 9100

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

## 18. Local Procedures

### 18.1 External Agency Contact

Our Local Authority is Surrey County Council. It has the following contacts if you are concerned about a child and need to refer directly.

If you think that a child or young person is being abused or neglected call

Police (safeguarding) 101

Surrey Multi Agency Safeguarding Hub (MASH) and Community Social Work Team

Tel 0300 470 9100 (9am-5pm Mon-Fri)

Out of Hours Duty Team: 01483 517898

Emergency Duty Team: 01452 614194

Adult Social Care: [ascmash@surreycc.gov.uk](mailto:ascmash@surreycc.gov.uk)

Child Social Care: [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

### 18.2 Site specific concerns

As we are a special needs service our children are more vulnerable to all forms of abuse.

This could be because

- Communication barriers and negative experiences of education/care in the past may make it harder for our children/families to disclose concerns.
- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- our pupils are more prone to peer group isolation than other children
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs

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
- Staff will consider the needs of a child when responding to concerns of abuse or when taking a disclosure.
- Safeguarding learning opportunities within the curriculum will be appropriately differentiated to ensure all children can access it

#### Visitors

In addition to the checks outlined in the main policy, we will not invite into the site any speaker who is known to disseminate extremist views, and will carry out appropriate checks to ensure that any individual or organisation using site facilities is not seeking to disseminate extremist views or radicalise children or staff.

We positively vet those external agencies, individuals or speakers whom we engage to provide learning opportunities or experiences for our pupils. This includes checking that all external providers have appropriate DBS checks, viewing material that will be used beforehand and conducting a social media check on such agencies or individuals

### 18.3 Non-collection of children

If a child is not collected at the end of the session/day, the following procedure will apply:

If the child is transported to school by taxi we will telephone the relevant company to ascertain whether there is an issue with the taxi. If this is the case, we will contact the parent/carer to make them aware that their child will be late home.

If the child is transported to school by their parent/carer we will telephone them to ascertain the reason why they have not collected their child and when they will be able to do so or what alternative arrangements have been put in place. If we are not able to make contact with the parent/carer we will telephone the child's emergency contact.

If we are not able to make contact with the child's parent/carer or emergency contact we will contact Children's Services Duty Team to make them aware that the child has not been collected.

At least two members of staff will remain on site with the child until such time as they have been collected by their parent/carer or a representative from Children's Services.

## 18.4 Missing pupils/children

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

### **What happens if a young person does go missing?**

- The most senior member on staff on site must be notified immediately whenever a young person cannot be accounted for.
- The senior member of staff will make a prompt decision on whether or not to immediately inform the Police and then the young person's parents / carer because of the level of risk.

### **Following this, the senior person must promptly organise:**

- A search of the school site
- A car search of the local area, ensuring clear means of communication to keep up to date on the situation.
- The gathering of information on the circumstances facing the young person at or about the last time they were seen, including their state of mind, general behaviour, and any issues they were thought or known to dealing with.
- The gathering of information in readiness to pass on to the Police, including home address, DOB and age, current clothing and footwear, general physical description, list of any medication being taken, any known information on other addresses regular visited by the young person.

### **Depending on dynamic risk assessment made above, what happens if the young person is not found within 30 minutes or less according to their individual behaviour support plan?**

If the young person is not found within the time frame decide by the senior manager, the Police and young person's carer /carer must be contacted and informed that they are missing.

### **What will the Police do?**

Currently the Police generally have two responses on the course of action they will take. These are to delay and wait, asking you to record the incident as a young person absent without permission, or to escalate to an immediate search because the young person is vulnerable and missing.

### **How will the incident be recorded?**

The senior member of staff will maintain a written and timed running record of all communications and events and logged on our secure MIS system and MyConcern.

### **What will happen once the young person is found?**

If the young person returns to site by themselves, or is found by the Police, or member/s of staff finds the young person and returns them to school, or where parents /carers return the young person, the senior member person must notify all those parties contacted during the incident and who are unaware of the young person's return.

## 18.5 Safeguarding Debrief

Any immediate safeguarding concerns are to be referred immediately to the DSL. Concerns which are low level are communicated in the class debrief and discussed during the end of day teacher debrief to ensure the appropriate actions are taken with the person designated to take the action identified.

Weekly safeguarding meetings are undertaken at RHS and CEC with the site lead and the SLT.