



# Child Protection and Safeguarding Local Procedures

## Aurora Cedars School

Please refer to Main Policy A1 Child Protection and Safeguarding Policy

**Important contacts:**

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Headteacher	Zoe Free	Zoe.Free@The-Aurora-Group.com 07442560814
Designated Safeguarding Lead (DSL)	Tom Hind	Deputy Head Teacher Tom.Hind@The-Aurora-Group.com 07876 086809
Deputy DSLS	Zoe Free	Headteacher Zoe.Free@The-Aurora-Group.com 07442 560814
	Ben Connolly	Assistant SENCo/HLTA Ben.Connolly@the-aurora-group.com
	Jay Rawlings	SEnCo and Assistant Head Teacher Jay.Rawlings@The-Aurora-Group.com 07443 803955
Out of office hours contact:	Tom Hind	Deputy Head Teacher Tom.Hind@The-Aurora-Group.com 07876 086809
Local Authority Designated Officer (LADO)	Kenny Edgar	LADO@secure.wolverhampton.gov.uk 01902 550477
Operations Director and Aurora Safeguarding Lead	Kim Welsh	Kim.Welsh@The-Aurora-Group.com 07392 872786
Aurora Quality Assurance Director	Lesley Dalglish	Lesley.Dalglish@the-aurora-group.com 07884 748 859
Channel helpline		020 7340 7264

# Aurora

ROLE/ORGANISATION	NAME	CONTACT DETAILS
How to report child abuse to the Local Council	<p><b>Local: Wolverhampton Local Authority- Safeguarding Together</b></p> <p>If a child is in immediate danger of serious harm or has been left alone dial 999 and let the operator know that it is a possible child protection issue.</p> <p>If the child is not in immediate danger of serious harm but you know or suspect they are being abused or neglected call:</p> <p><b>Monday to Thursday</b> 8:30am to 5pm <b>Friday</b> 8:30am to 4:30pm on 01902 555392 <b>Outside of the above hours for emergencies on</b> 01902 552999</p>	<p>Wider:</p> <p><a href="https://www.gov.uk/report-child-abuse-to-local-council">https://www.gov.uk/report-child-abuse-to-local-council</a></p>

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

**Our Local Authority** is Wolverhampton City Council and reporting a concern can be completed online via <https://www.wolverhamptonsafeguarding.org.uk/> or via telephone on:

**If you are concerned about a child or young person (including yourself)**

**If a child is in immediate danger of serious harm or has been left alone dial 999** and let the operator know that it is a possible child protection issue.

If the child **is not** in immediate danger of serious harm but you know or suspect they are being abused or neglected call us:

- Monday to Thursday 8:30am to 5pm, Friday 8:30am to 4:30pm on **01902 555392**
- Outside of the above hours for emergencies on **01902 552999**
- If the child or young person is at **immediate risk of serious harm dial 999**

If you suspect or believe a child is suffering or is likely to suffer Significant Harm, including any form of mistreatment or abuse, you should report your concerns.

Members of the public can report their concerns by phone (see above).

Organisations should report their concerns by phone or by completing the [Wolverhampton Safeguarding Together online Multi-Agency Referral Form \(MARF\)](#). If you work for an organisation, and initially report a concern by phone, you must always complete the online MARF within 1 hour of any phone call preferably after having spoken with your organisation's Named Safeguarding Children Lead.

### **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.

# Aurora

- 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

## **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.

## **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 Engage 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. Refer to Aurora Cedars School Missing Person Policy.