# Child Protection and Safeguarding Local Procedures

# Aurora White House School

**Please refer to Main Policy A1 Child Protection and Safeguarding Policy**

## Important contacts:

| ROLE/ORGANISATION | NAME | CONTACT DETAILS |
|---|---|---|
| Service Lead | Arabella Hardy | Arabella.Hardy@the-aurora-group.com<br>07884 748104/01953 887217 |
| Designated Safeguarding Lead (DSL) | David Clarke | David.Clarke@the-aurora-group.com<br>01953 887217 |
| Online Safety Lead & DDSL | Jo Pinyoun | Joanne.Pinyoun@the-aurora-group.com<br>07387 411606/01953 887217 |
| Deputy DSLS | | All available on 01953 88721 |
| | Beth Cubberley<br>Dean Ismail<br>Georgia Moore | Beth.Cubberley@the-aurora-group.com<br>Dean.Ismail@the-aurora-group.com<br>georgia.moore@he-aurora-group.com |
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| ROLE/ORGANISATION | NAME | CONTACT DETAILS |
|---|---|---|
| Out of office hours contact: | | 01953 887217 (answerphone) |
| Local Authority Designated Officer (LADO) | Local Authority Duty Desk | Host Local Authority<br>LADO@norfolk.gov.uk<br>01603 307797<br><br>LADO@suffolk.gov.uk<br>0300 123 2044 |
| Operations Director (acting as chair of governors) | Phil Jonas | Phil.Jonas@the-aurora-group.com |
| Aurora Safeguarding Lead | Kim Welsh | Kim.Welsh@the-aurora-group.com<br>07392 872786 |
| Aurora Quality Assurance Director | Lesley Dalgleish | Lesley.Dalgleish@the-aurora-group.com<br>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 |
| Norfolk Children's Services<br><br>Norfolk Police<br><br>PREVENT | | 0344 800 8020 (public)<br>0344 800 8021 (professional)<br><br>101 –non emergency<br>999 -emergency<br><br>emergencypreventreferrals@norfolk.police.uk |

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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## 18. Local Procedures

**Norfolk Safeguarding:**

Locally agreed multi-agency procedures with Norfolk Safeguarding Children Partnership are as per the attached CADS flowchart.

Norfolk Continuum of Needs Guidance Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC (norfolklscp.org.uk)

**Suffolk Social Services**

Telephone referral - Customer First on 0808 800 4005

Online MARF via the portal - https://earlyhelpportal.suffolk.gov.uk/web/portal/pages/marf#h1

Professional referral - Professional Consultation Line on 0345 6061499 to speak with a MASH social worker

For any safeguarding concerns in relation to FGM Aurora Eccles will contact the Police. Dependent on urgency via 999 or 101.

For any Sexting concerns ordinarily a Children's Services Referral will be made, however if deemed appropriate in the set of circumstances then a referral will be made to the Police.

We encourage our students to report any concerns and help them to feel supported. We have an on-site Therapy Team who work closely with Education & the DSL Team to ensure effective communication in every student's best interests. We also have lockable student sharing boxes to encourage those students to share their concerns if they feel more comfortable in writing concerns down.

Appendix 4 states: Please see section 18 where our local procedures highlight the issues below which have been risk assessed as most relevant to our service and any specific local support and procedures which apply – 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, please see ECS 14.4 Supervision of Students Policy 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, please see ECS 14 Missing Child Procedure Policy

**Ensuring e-Safety for people who use our services**

Curriculum

E-safety must be a focus in all areas of the curriculum and employees must reinforce e-safety messages in the use of IT across the curriculum;

In lessons where internet use is pre-planned, it is best practice that students are guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

Where it is acceptable for people who use our services to freely search the internet, e.g. using search engines, employees must be vigilant in monitoring the content of the websites the young people visit.

It is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs, and discrimination) that would normally result in internet searches being blocked. In such a situation, employees can request that the IT technician/Manager can temporarily remove those sites from the filtered list for the period of study. Any request to do so, are auditable, with clear reasons for the need.

Students must be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information

Students must be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

Use of digital and video images

When using digital images, employees inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. In particular, they recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.

Employees are allowed to take digital / video images to support educational aims, but must follow Aurora policies concerning the sharing, distribution and publication of those images. Those images must only be taken on Aurora equipment; the unauthorised personal equipment of employees must not be used for such purposes.

Care must be taken when taking digital / video images that people who use our services are appropriately dressed and are not participating in activities that might bring the individuals or The Aurora Group into disrepute.

People who use our services must not take, use, share, publish or distribute images of others without their permission

Photographs published on the website, or elsewhere that include people who use our services will be selected carefully and will comply with good practice guidance on the use of such images.

Written permission from parents or carers or where the resident is over 18, consent will be sought from the individual, and will be obtained before photographs of students are published on The Aurora Group website and other Aurora social media.

People who use our services work can only be published with the permission of the individual, parent or carers, if identifiable.

**Unsuitable and inappropriate activity**

Users shall NOT visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- Child sexual abuse images
- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Adult material that potentially breaches the Obscene Publications Act in the UK
- Criminally racist material in UK

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 Pornography

 Promotion of any kind of discrimination

 Promotion of racial or religious hatred

 Threatening behaviour, including promotion of physical violence or mental harm

 Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the Group or brings the Group into disrepute

 Using Aurora systems to run a private business

 Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by The Aurora Group.

 Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions

 Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)

 Creating or propagating computer viruses or other harmful files

 Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet

 File sharing

 On-line gambling

Users MAY visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

 On-line gaming (educational)

 On-line gaming (non-educational)

 On-line shopping / commerce

 Use of social networking sites

 Use of video broadcasting e.g. YouTube

Within context and with permission of teacher/tutor, key worker, Registered Manager or Line Manager.

During the Admissions process pupils and parents are sent an agreement form to read and sign, this sets out clearly the expectations and consequences with regards to the use and misuse of school ICT equipment in school. (See Appendix A)

**Filtering**

We provide filtered Internet which is actively monitored for searches and activity which might be a breach of good conduct and/or a safeguarding concern. This allows us to safeguard through real-time interactions and reporting.

The management tool we use is called SENSO. Alert notifications of any trigger words used in website and local searches, documents or chats which might indicate a safeguarding concern, are received by the DSL and the Principal. Who will then consider for action and follow up with staff and student's if necessary. This allows us to monitor, manage and safeguard our IT estate and users.


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**APPENDIX A:**

**PUPIL'S AGREEMENT WITH THE SCHOOL IN THE USE OF SCHOOL ICT EQUIPMENT**

The pupil agrees to respect the use of hardware and software.

The pupil will not tamper with prearranged settings.

The pupil will report any malfunction to the ICT teacher immediately.

The pupil will adhere to the instructions given for the use of ICT equipment and not attempt any action which could jeopardise the functioning of the equipment. Unguided experimentation is not acceptable.

The pupil will not attempt to run their own software on the school computers.

The pupil will take all feasible precautions to ensure that they do not introduce a virus to the school computers.

Use of the Net - The pupil will use the Internet and e-mail appropriately. Deliberate attempts to download or view inappropriate material will result in an immediate and lengthy ban from all ICT equipment in the school.

The pupil will respect the work of other pupils and not attempt to modify it or otherwise damage it. Where computers are password protected pupils will refrain from attempting to 'hack' or otherwise gain illicit entry to files or documents.

Computers are in the school for all to use. Abuse causes 'downtime', inconvenience and expense.

The school will attempt to ensure that all ICT equipment is maintained and in good working order.

Malfunction and accidental damage does occur. Problems which could be avoided therefore create undue pressure on staff time and frustration on the part of other pupils who wish to use the ICT facilities appropriately.

Pupil's Name:

I have read with my son/daughter the above form and agree that we will assist the school in encouraging appropriate use of ICT equipment.

Parent's Signature:

Date:

Pupil's Signature:

Date:


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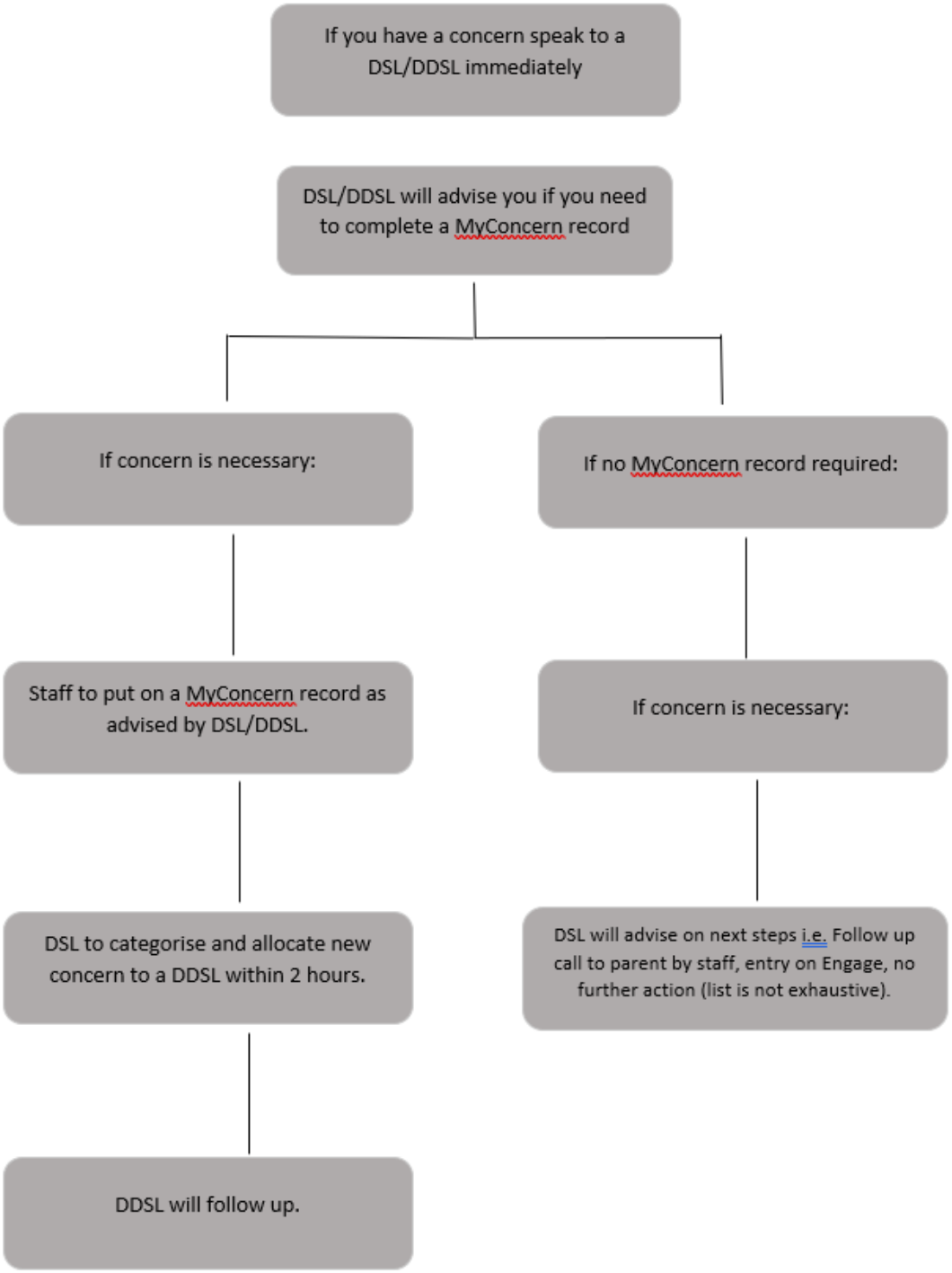
**APPENDIX: B**

**Should any member of staff have a Safeguarding concern about a student then please follow this simple flowchart for details on what to do.**





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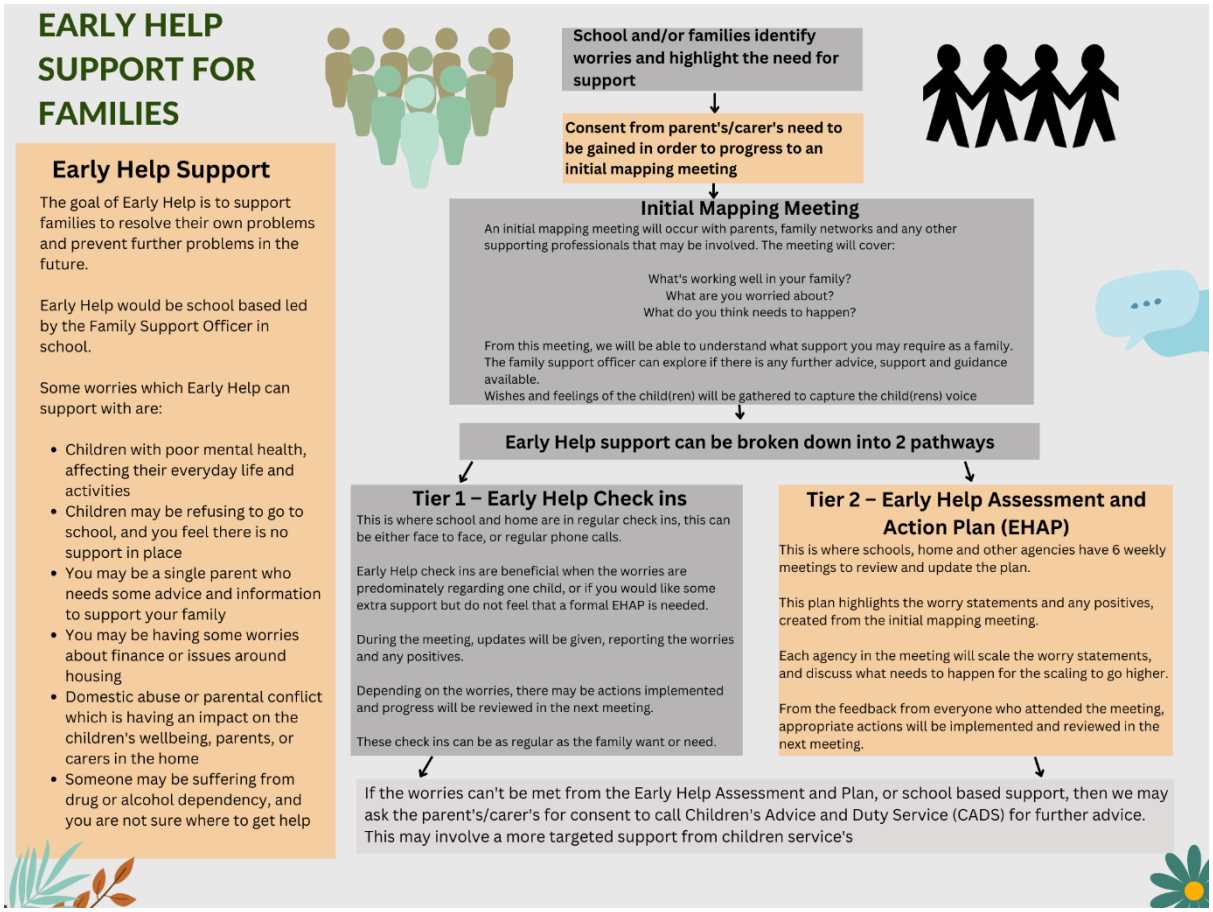
**APPENDIX C:**

**Early Intervention for family support**





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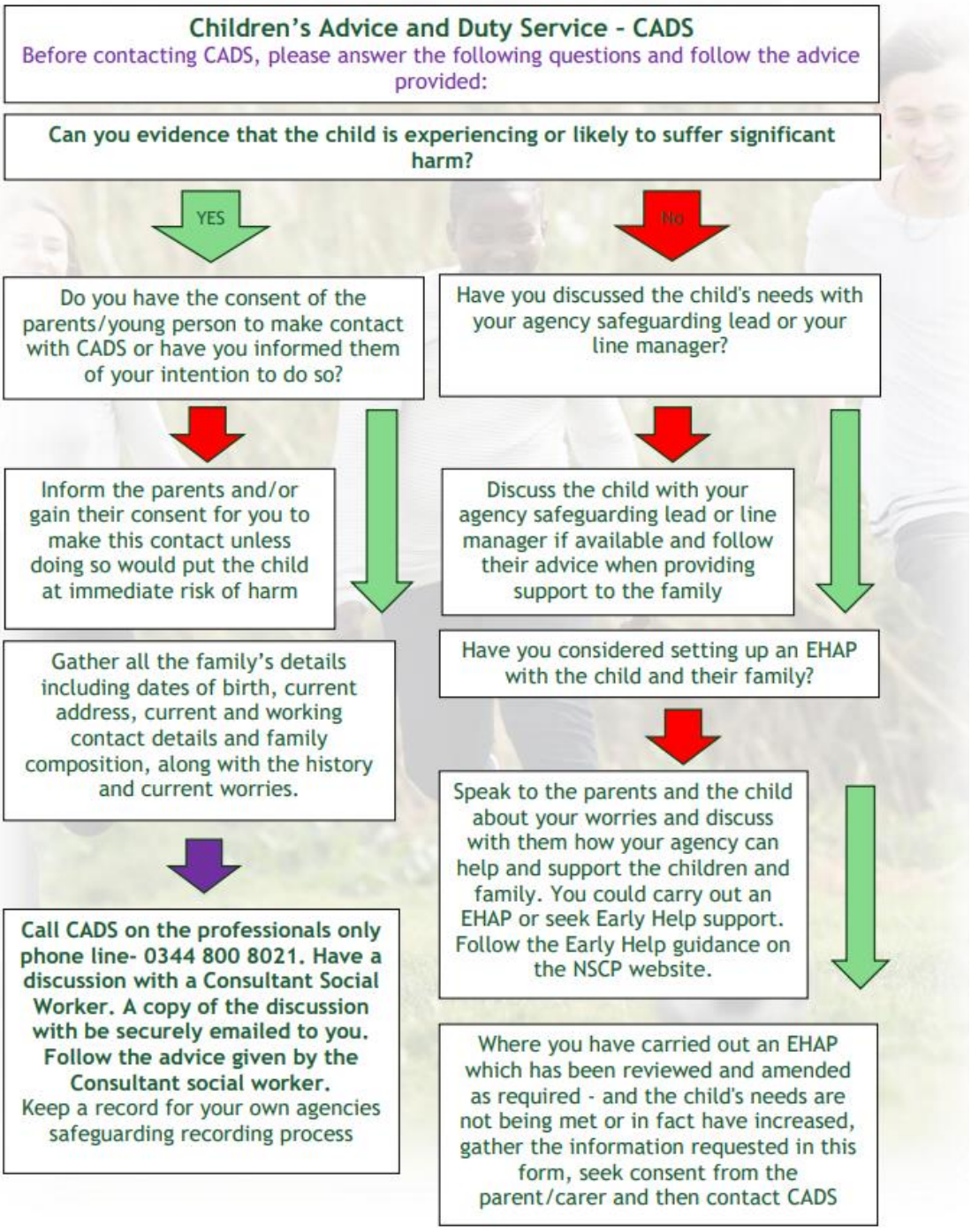
**APPENDIX D –**

Children's Advice and Duty Service (CADS)
Practice Process - Flowchart - June22 V1

Vital Signs for Children





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**APPENDIX E:**

Sexual Violence, Sexual Harrassment or Harmful Sexual Behaviour:

# *What happens next?*

**We cannot promise you confidentiality. We hope and believe you have shared this with us because you want help.**

**WE CAN:**

**Listen to you, take time and move at a pace you are happy with. Use our knowledge as safeguarding specialists to assess your situation and choose the right next steps.**

**WE MAY:**

**Contact other agencies e.g. social care, police.**
**Investigate further and speak to other students and family members.**

**POSSIBLE OUTCOMES or a combination:**

| | |
|---|---|
| **The school manages this internally to bring about a conclusion that supports you.** | **School starts the 'Early Help' process. You and your family agree to support, and we work on ways to help.** |
| **The school contacts Social Care as we feel you are at risk of harm or have been harmed.** | **The school contacts the police as we believe a crime has been committed.** |

**WHATEVER HAPPENS, WE WILL:**

**Do an immediate risk assessment to check you are safe.**
**Offer you support and show you others who may be able to help**
**Tell you what is happening and why and (if relevant) what we are going to tell others and when.**
**Take advice from specialists if appropriate.**
**Advise you on your own possible next steps.**


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