



# Child Protection and Safeguarding Local Procedures

## Aurora Boveridge College

Please refer to Main Policy A1 Child Protection and Safeguarding Policy

### Important contacts:

| Monday to Friday: 8am to 10pm<br>Saturday, Sunday and bank holidays:<br>9am to 10pm<br>For out of hours emergencies call:<br>01305 221000<br>ROLE/ORGANISATION | NAME   | CONTACT DETAILS   |
|--|--|---|
| Service Lead   | Lloyd Richards   | <a href="mailto:lloyd.richards@theauroragroup.co.uk">lloyd.richards@theauroragroup.co.uk</a><br><br>01725 551247 / 07341 773967   |
| Designated Safeguarding Lead (DSL)   | Polly Darch<br>(Boveridge)   | <a href="mailto:polly.darch@theauroragroup.co.uk">polly.darch@theauroragroup.co.uk</a><br><br>01725 551247 / 07387 411592   |
| Deputy DSLS  | Lloyd Richards<br>(Boveridge and<br>Beches)<br><br>Jayne Shears<br><br>Lee Dales | <a href="mailto:lloyd.richards@theauroragroup.co.uk">lloyd.richards@theauroragroup.co.uk</a><br><br>01725 551247 / 07341 773967<br><br><a href="mailto:jayne.shears@theauroragroup.co.uk">jayne.shears@theauroragroup.co.uk</a><br><br>01725 551247 / 07387 415023<br><br><a href="mailto:lee.dales@theauroragroup.co.uk">lee.dales@theauroragroup.co.uk</a><br><br>01725 551247 / 07917 874718 |
| Out of office hours contact:   | Senior on Call   | Call designated Senior on Call rota   |
| ROLE/ORGANISATION  | NAME   | CONTACT DETAILS   |
| Local Authority Designated Officer (LADO)  | Designated<br>Officer  | Bournemouth, Christchurch & Poole:<br>01202 817600<br><a href="mailto:LADO@bcpcouncil.gov.uk">LADO@bcpcouncil.gov.uk</a><br><br>Dorset - Lynne Bowman, Martha Sharp or Laura<br>Tulk – Designated Officers<br><a href="mailto:lado@dorsetcouncil.gov.uk">lado@dorsetcouncil.gov.uk</a>  |

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|--|-----------------|---|
|  |                 | 01305 221122  |
| Operations Director (acting as chair of governors)                 | Kim Welsh       | <a href="mailto:Kim.welsh@theauroragroup.co.uk">Kim.welsh@theauroragroup.co.uk</a><br>07392 872786  |
| Aurora Safeguarding Lead   | Kim Welsh       | <a href="mailto:Kim.welsh@theauroragroup.co.uk">Kim.welsh@theauroragroup.co.uk</a><br>07392 872786  |
| Aurora Quality Assurance Director                                  | Lesley Dagleish | <a href="mailto:Lesley.dagleish@theauroragroup.co.uk">Lesley.dagleish@theauroragroup.co.uk</a><br>07884 748 859   |
| Prevent National helpline  |                 | 0800 011 3764<br><a href="#">Refer someone to the Prevent Team   Dorset Police</a>  |
| How to report child abuse to the Local Council                     |                 | Family Support and Advice Line<br><br>Monday to Friday: 8am to 10pm / Saturday, Sunday and bank holidays: 9am to 10pm<br><br>Tel: 01305 228558<br><br>For out of hours emergencies call: 01305 221000<br><br>For emergencies or if a child is in immediate danger, dial 999 to contact the police.  |
| Dorset – Family Support and Advice Line                            | Duty Officer    | Family Support and Advice Line<br><br>Monday to Friday: 8am to 10pm / Saturday, Sunday and bank holidays: 9am to 10pm<br><br>01305 228558<br><br>Out of hours emergencies call: 01305 221000  |
| Bournemouth, Christchurch or Poole - Children's First Response Hub | Duty Officer    | Children's First Response Hub -<br><br>01202 123334<br><a href="mailto:childrensfirstresponse@bcpcouncil.gov.uk">childrensfirstresponse@bcpcouncil.gov.uk</a><br><br>Monday to Thursday, 8:30am to 5:15pm / Friday, 8.30am to 4:45pm<br><br><b>Out of hours service</b><br><br>01202 738 256<br><br>Mon to Fri from 5pm to 9am / Saturdays and Sundays, all bank holidays, including Christmas Day and New Year's Day |

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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 Chief Operations Officer.

## 18. Local Procedures

Boveridge residential services - DSL on-call rota is available 24/7 each day of the year.

**Operation Encompass** - Operation Encompass provides a set of simple procedures, which enable police forces to efficiently and effectively share with the school/college a notification that one of their students has experienced domestic abuse - Concerns 020 4513 9990

**The Dorset Information Sharing Charter (DiSC)** - enables partner organisations to share information safely.

**Female Genital Mutilation/Honour Based Abuse** - Report orally by calling Police on 101, the single non-emergency number.

**Forced Marriage Unit:** If any woman, man, girl or boy is worried about the threat of forced marriage either here or abroad you can contact the HM Government Forced Marriage Unit on 0207 008 0151 (or outside office hours 0207 008 1500) or they can seek advice online at [www.gov.uk/stop-forcedmarriage](http://www.gov.uk/stop-forcedmarriage)

**Sexting** - referral made to children's social care (Dorset - Family Support and Advice Line / BCP - Children's Services First Response Hub) and/or the police 999 immediately if there is a concern that a child or young person has been harmed or is at risk of immediate harm at any point in the process.

**Prevent** - Prevent Duty partner, make a Prevent referral by completing the Prevent National Referral Form and emailing it to: [PreventReferrals@Dorset.pnn.police.uk](mailto:PreventReferrals@Dorset.pnn.police.uk)

### Welfare Checks

Dorset County Council / Bournemouth, Christchurch and Poole (BCP) Council ...don't specify a fixed frequency for schools to make home welfare checks. Instead, the council emphasizes the importance of regular communication between schools and families to support student attendance and well-being. Schools are encouraged to work closely with families and local support teams to address any attendance or welfare concern.

### Dorset Safeguarding Adults Board - Local Procedure

If you're worried that an adult who has care and support needs is being hurt, neglected, and or abused, we're here to help. Contact us and tell us what you have seen or heard, and we can offer advice and support.

To report a concern:

01305 221016 (Monday to Friday, 8:30am–5pm)

outside of our normal opening hours: 01305 221000

if someone is in immediate danger, call 999

### BCP Safeguarding Adults Board - Local Procedure

If you have concerns about a vulnerable adult For Bournemouth, Christchurch and Poole Email: [asc.contactcentre@bccouncil.gov.uk](mailto:asc.contactcentre@bccouncil.gov.uk) Telephone: 01202 123654

### Site specific actions/initiatives:

To ensure that our students/pupils feel supported and are encouraged to report concerns we have a wide variety of opportunities for concerns to be reported:

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To foster an open and honest culture of support, a comprehensive tutorial package that ensures all students/pupils understand the ways to report to staff, types of abuse, contextual understanding of safeguarding. The tutorial lead also works closely with Dorset Safer Schools and Communities Team offering specialist support and advice on a wide range of needs, concerns and topics. These resources are used to educate, guide and support our children and young people in keeping safe.

Student self-referral and reporting opportunities include: bullying boxes in safe strategic locations in the college/school, dedicated email address for students/pupils to refer reports to, access to an independent advocate (residential students), Student Council meetings support identifying any concerns by the cohort, Student Council review and input into key policies, student satisfaction surveys and Wellbeing Wheel used to identify concerns that affect wellbeing.

All students/pupils have the opportunity to access a range of therapeutic support and individual tutorial sessions with their tutor, residential students also have a designated key worker working alongside their tutor.

Regular homelinks with parents/carers from tutors and keyworker (residential) ensure any concerns reported at home can be cascaded to the teams working onsite.

As we are a special needs service our students/pupils are more vulnerable to all forms of abuse. Communication barriers and negative experiences of education/care/therapeutic interventions 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, regular comprehensive staff training, homelinks 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 follow the

procedure: NON-COLLECTION OF STUDENT/PUPIL PROCEDURE

In the event that a student / pupil is not collected by an authorised adult / authorised commercial transport driver or refuses to access transport home at the end of a session/day, the setting adheres to the following procedure.

This procedure ensures the student / pupil is cared for safely by a member of the education/care or therapy staff who is known to the student / pupil.

In the event that a student / pupil is not collected by an authorised adult, we will ensure that the student / pupil receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their student / pupil will be properly cared for

## **METHODS**

Parents of student / pupil starting are asked to provide specific information which is recorded on Schoolpod including: - home address and telephone number - work telephone number (if applicable); - mobile telephone number (if applicable); - names, addresses, telephone numbers of adults who are authorised by the parents to collect their student / pupil from the setting, for example a relative; - information about any person who does not have legal access

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to the student / pupil; and - who has parental responsibility for the child.

- Local Authority Transport Team provide detail of students who are arriving by commercial transport.
- On occasions when parents or the authorised commercial transport driver to collect the student / pupil are not able to collect the student / pupil we agree with parents how to verify the identity of the person who is to collect their student / pupil.
- Parents are informed that if they are not able to collect the student / pupil as planned, they must inform us so that we can begin to take back-up procedures.

## PROCEDURE

If a student / pupil is not collected at the end of the session/day or refuses to access transport home, we follow the following procedures:

- Senior on Call / or Senior Leadership Team member must be made aware of the incident immediately.
- The administration team check for any information via phone call/email about changes to the normal collection routines.
- If no information is available, the Local Transport team (for those using authorised commercial transport drivers) /parents/carers are contacted.
- If this is unsuccessful, the adults who are authorised by the parents to collect their student / pupil from the setting - and whose telephone numbers are recorded on Engage - are contacted.
- All reasonable attempts are made to contact the local authority transport team /parents or nominated carers.
- The student / pupil does not leave the premises with anyone other than those named on Engage.
- If no-one collects the student / pupil after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- The student / pupil stays at the setting in the care of two known staff until the child is safely collected either by the parents or an authorised adult.
- Under no circumstances are staff to go to look for the parent, nor do they take the student / pupil home with them.
- In extreme cases or where there are wider concerns the SOC/SLT will make a decision to involve external agencies via Local Safeguarding procedures (see above) of the issue. This will be reported on MyConcern
- A full written report of the incident is recorded in Engage.

### **Missing student / pupil**

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

See separate Missing Persons Procedure