



# Child Protection and Safeguarding Local Procedures

## Aurora Summerfields School

Please refer to Main Policy A1 Child Protection and Safeguarding Policy

### Important contacts:

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Service Lead and DDSL	Kirsty Jockel	01625 786290
Designated Safeguarding Lead (DSL)	Tracy Whitehurst	01625 786290
Safeguarding Support	Safa Saeed Glenn Davis	01625 786290 As above
Out of office hours contact:	Emergency Duty Team (Out of Hours)  ChECS option 3 unit coordinator	0300123 5022  Phone CHECS 0300123 5012 (OPTION 3, OPTION 2)
Cheshire East emergency protocol. If the phone lines are out of order and there is no automated message that guides you through to the service you wish to reach, contact the phone numbers listed on the right.	If you have a safeguarding concern and need to speak to a Social Worker immediately.	07784 492174  07814 369297  07966 305353
Local Authority Designated Officer (LADO) Cheshire East	First Response  LADO Team - 01270 685904  Out of hours 030 0123 5022	01606 288931  Accessed via the Cheshire East LSCB website: <a href="http://www.cheshireeastlscb.org.uk">www.cheshireeastlscb.org.uk</a>  LADO@cheshireeast.gov.uk
Operations Director (acting as chair of governors)	Pam Eyre	<a href="mailto:Pam.Eyre@theauroragroup.co.uk">Pam.Eyre@theauroragroup.co.uk</a> 07503 663331
Aurora Safeguarding Lead	Kim Welsh	<a href="mailto:kim.welsh@theauroragroup.co.uk">kim.welsh@theauroragroup.co.uk</a> 07392 872786

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ROLE/ORGANISATION	NAME	CONTACT DETAILS
Aurora Quality Assurance Director	Lesley Dalglish	<a href="mailto:Lesley.Dalglish@theauroragroup.co.uk">Lesley.Dalglish@theauroragroup.co.uk</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>  Stoke-on-Trent 01782 235100 Staffordshire 0300 111 8007 Cheshire East 0300 123 5012 (option 3) Cheshire West and Chester 0300 123 7047 Leicester 0116 454 6520 Tameside Multi-agency Safeguarding Hub 0161 342 2222
Additional	Email Link to website for Cheshire East Safeguarding	<a href="http://www.cheshireeast.gov.uk/livewell/care-and-support-for-children/are-you-concerned-about-a-child/cheshire-east-consultation-service-cheecs/cheecs.aspx">www.cheshireeast.gov.uk/livewell/care-and-support-for-children/are-you-concerned-about-a-child/cheshire-east-consultation-service-cheecs/cheecs.aspx</a>

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

We as service for pupils with a range of needs and as such 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.

We have dedicated support staff who see pupils regularly and are able to identify changes in behaviour that are not related to a diagnosis. Because of this trusted relationship, students have a trust point of contact to disclose concerns.

We link with the local authority through

- The Cheshire East Consultation Service (ChECS) is the 'front door' for access to services, support and advice for children and their families, from early help and support through to safeguarding and child protection.

Our designated safeguarding lead is Principal Tracy Whitehurst with Deputies being Safa Saeed Pastoral Lead, Glenn Davis and Head of Service Kirsty Jockel. These named people are available during school hours of 8am-5pm daily. However, in case of an out of hours emergency parents should contact the emergency duty team below.

Emergency Duty Team on **0300 123 5022**

**The safeguarding system My Concern is used across the service as a secure online way of logging child protection concerns. This enables DSL/DDSL to have a very clear overview of issues and are able to see trends and emerging problems that can inform support or further teaching within the school.**

The school promotes an ethos of safeguarding across all age groups. It is taught regularly during PSHE/RSE and computing curriculums. Parents are also made aware via termly letters/posters as well as ad hoc messages when things arise that parents need to be made aware of. Students are supported and encouraged to speak to staff should they have any concerns or worries.

### School Missing Protocol

In the event of any child leaving the school without authorisation all school staff are to follow the procedure below: -

- Immediately inform school reception that a young person has left site and ask them to inform the head teacher or member of S.L.T of the situation.
- Collect school mobile phone to maintain contact to ensure yours / young persons' safety. Ensure that a member of the SLT or receptionist know you have left the building.
- The search will be co-ordinated by the Head Teacher or most senior member of staff available. Other staff will be deployed to search if directed by the co-ordinator.
- Keep the young person in sight. If the young person cannot be seen, do a check of the immediate area and if the young person still cannot be located return to school and inform the head teacher or a member of the senior leadership team.
- If the young person is in close proximity to the school (e.g. if they turned left into Aldi). Ring and inform school of yours and the young persons' location. Encourage a dialog and the young person to return to school.
- If the young person refuses to return and the issue cannot be resolved, contact the site for support after approx. 10 min and inform the Senior Leadership Team of the situation and young persons' refusal to return.
- After this time parents and carers will be notified and requested to make way to school.
- The young persons' Risk Assessment will be updated to support future safety.

### Further Guidance

- Staff member off site to be supported by ONE other available member of staff.

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- Do not leave a young person if doing so puts them at immediate risk of harm e.g., they are young and have no road safety awareness. Remember act to prevent harm if not doing so puts the young person at a greater risk.
- If young person leaves the immediate vicinity on to a main road area, be mindful of following in case this encourages the YP to wander further away. Maintain visual contact, this is to ensure the police can be given accurate information regarding the direction that the young person is heading.
- Return to school once sight is lost and report the young person as missing to the Head Teacher or member of the Senior Leadership Team
- The Head teacher or senior SLT will contact the Police using the grab sheet to provide the most accurate information. Parents and carers will be made aware of the situation and actions taken.
- During the incident use a dynamic risk assessment to judge the impact your presence has on the young person/s and their behaviour, and if needed ask for assistance request a change of staff or return to school if you feel at risk of harm.

Once the YP has returned the head teacher will decide if parents or carers are contacted and the young person remains on site.

**A copy of the above protocol is located in the office areas.**

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

Continue to support the child on site until contact is made.

Ring all emergency contacts. Once contact is made a member of SLT will remain on site until the child is collected and ascertain what the issue has been in order to prevent a recurrence.

In the case of vehicle issues a member of Staff may use a school car to return a child to their home (In accordance with the young person R.A. and travel needs, this may require more than one staff). A member of SLT will remain in contact with the staff to give guidance and support as needed and to ensure staff arrive safely back on site.

Where no contact has been made over a two hour period the local social services team will be notified for advice.

**Where there are noted school wide issues or concerns the DSL may also send/email out guidance and supportive information to improve the welfare of young people, for example, information to ensure parents/carers are informed on specific internet safety precautions.**