

# Aurora

## Child Protection and Safeguarding Local Procedures

### Aurora Meldreth Manor

Please refer to Main Policy A1 Child Protection and Safeguarding Policy

#### Important contacts:

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Site Lead	Denise Grayston	01763 268010 <a href="mailto:Denise.grayston@the-aurora-group.com">Denise.grayston@the-aurora-group.com</a>
Designated Safeguarding Lead (DSL)	Clare Tilley	01763 268010 <a href="mailto:clare.tilley@theauroragroup.co.uk">clare.tilley@theauroragroup.co.uk</a>
	DSL/DDSL School General safeguarding	<a href="mailto:safeguarding-meldrethschool@theauroragroup.co.uk">safeguarding-meldrethschool@theauroragroup.co.uk</a>
	DSL/DDSL Home General safeguarding	<a href="mailto:safeguarding-meldrethhome@theauroragroup.co.uk">safeguarding-meldrethhome@theauroragroup.co.uk</a>

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Deputy DSLs	DSL/DDSL School General safeguarding	<a href="mailto:safeguarding-meldrethschool@theauroragroup.co.uk">safeguarding- meldrethschool@theauroragroup.co.uk</a>
	DSL/DDSL Home General safeguarding	<a href="mailto:safeguarding-meldrethhome@theauroragroup.co.uk">safeguarding- meldrethhome@theauroragroup.co.uk</a>
	Denise Grayston	01763 268010 <a href="mailto:Denise.grayston@theauroragroup.co.uk">Denise.grayston@theauroragroup.co.uk</a>
	Narges Gonzalez	Narges <a href="mailto:Gonzalez@theauroragroup.co.uk">Gonzalez@theauroragroup.co.uk</a> 01763 268000
	Sharada Sabu	<a href="mailto:Sharada.sabu@theauroragroup.co.uk">Sharada.sabu@theauroragroup.co.uk</a> 01763 268000
	Jing Chen	<a href="mailto:Jing.chen@theauroragroup.co.uk">Jing.chen@theauroragroup.co.uk</a> 01763 268000/07442 495607
	Emma Fergus	<a href="mailto:Emma.fergus@theauroragroup.co.uk">Emma.fergus@theauroragroup.co.uk</a> 01763 268000/07741 637473
	Gemma Cootes	<a href="mailto:Gemma.cootes@theauroragroup.co.uk">Gemma.cootes@theauroragroup.co.uk</a> 011763 268000/ 07741 642069
	Faiza Derraz	<a href="mailto:Faiza.derraz@theauroragroup.co.uk">Faiza.derraz@theauroragroup.co.uk</a>
Out of office hours contact:	Emergency Duty Team	01733 234724
Local Authority Designated Officer (LADO)		01223 727967 <a href="mailto:LADO@cambridgeshire.gov.uk">LADO@cambridgeshire.gov.uk</a>

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ROLE/ORGANISATION	NAME	CONTACT DETAILS
Operations Director (acting as chair of governors)	Phil Jonas	07770 072870 <a href="mailto:Phil.Jonas@theauroragroup.co.uk">Phil.Jonas@theauroragroup.co.uk</a>
Aurora Safeguarding Lead	Kim Welsh	<a href="mailto:Kim.Welsh@theauroragroup.co.uk">Kim.Welsh@theauroragroup.co.uk</a> 07392 872786
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>
Cambridgeshire Local Safeguarding Children Board		0345 045 5203 <a href="mailto:Referralcentre.children@cambridgeshire.gov.uk">Referralcentre.children@cambridgeshire.gov.uk</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

At Meldreth Manor, we operate a 24hr on call service that will be covered by Care Managers or other Senior Managers who are all part of the DSL team. Therefore, we are able to respond quickly to all Safeguarding concerns.

In relation to MyConcern and the triaging of concerns within 2hrs (as outlined in Figure 1) we consider between the hours of 10pm - 8am is 'out of hours' and triaging of concerns received during these times will be delayed.

If the concern requires immediate action, you will contact the Duty Manager on site, who if not part of the DSL team themselves, will contact the Manager/DSL on call.

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, we will:

- Ensure that the student is safe and supported by staff that know the student well.
- Contact transport provider and parents immediately.
- Take the student home using a school vehicle if that is the appropriate action.
- Contact Social Worker.
- Record the incident as a safeguarding concern on MyConcern.
- Agree a plan of action minimise risk of a repeat event.

### **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, we will follow the Missing Person Procedure - AMM9