



Child Protection and Safeguarding Local Procedures

Aurora Hanley School

Please refer to Main Policy A1 Child Protection and Safeguarding Policy

Important contacts:

| ROLE/ORGANISATION | NAME | CONTACT DETAILS |
|--|---|---|
| Site Lead | Tracy Whitehurst | Tracy.Whitehurst@theauroragroup.co.uk 01782 973737 |
| Designated Safeguarding Lead (DSL) | Tracy Whitehurst | Above |
| Deputy DSLs | Hayley Jackson | Hayley.Jackson@theauroragroup.co.uk |
| | Julie Martin | Julie.Martin@theauroragroup.co.uk |
| | Rebecca Fox | Rebecca.Fox@theauroragroup.co.uk |
| Out of office hours contact: | 01782 973737 - voicemail | |
| Local Authority Designated Officer (LADO) | First Response Out of hours John Hanlon | 0800 1313 126 020 8770 5000 john.hanlon@stoke.gov.uk Tel: 01782 233 342 |
| Operations Director (acting as chair of governors) | Pam Eyre | Pam.Eyre@theauroragroup.co.uk 07503 663331 |
| Aurora Safeguarding Lead | Kim Welsh | kim.welsh@theauroragroup.co.uk 07392 872786 |
| Aurora Quality Assurance Director | Lesley Dalglish | Lesley.Dalglish@theauroragroup.co.uk 07884 748 859 |

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| ROLE/ORGANISATION | NAME | CONTACT DETAILS |
|--|------|--|
| Channel helpline | | Contact Stoke Children’s safeguarding line 01782 235100 Out of hours team 01782 234234 Alternatively access the National online referral form - Prevent and Channel Prevent and Channel Stoke-on-Trent |
| How to report child abuse to the Local Council | | https://www.gov.uk/report-child-abuse-to-local-council Stoke-on-Trent 01782 235100/out of hours 01782 234234 Staffordshire 0300 111 8007/out of hours 0345 604 2886 Cheshire East (ChECS) 0300 123 5012 (option 3)/out of hours 0300 123 5022 Cheshire West and Chester 0300 123 7047/out of hours 01244 9777277 Walsall 0300 555 2866 (option 2)/out of hours 0300 555 2922 Leicester 0116 454 6520 24 hour line. |
| (Any additional) | | |

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

Follow the guidelines from Stoke-on-Trent safeguarding board 01782 235100/ Out of hours 01782 234234 or Staffordshire First Response team on 0300 111 8007/ Out of hours 0345 604 2886

Alternatively follow the following link for the safeguarding boards threshold framework 'Accessing the Right Help and the Right Time'.

[Stoke-on-Trent Threshold Document](#)

- **Who you would contact** for local arrangements which are in addition to what is outlined in this policy i.e. local authority requirements/contacts
- FGM , Sexting, anything internet related contact Nigel Sergeant Service Manager *Catch22 Stoke-on-Trent and Staffordshire CSE and Missing Service P Thomas Boughey Centre, College Road, Shelton, ST4 2DQ T (01782) 237106 M 07834341602 E-Mail – catch22cse@catch-22.org.uk Referrals and enquiries can also be made via the website. Website: [Stoke-on-Trent and Staffordshire Child Criminal Exploitation | Catch22 \(catch-22.org.uk\)](#)*

Our designated safeguarding leads are Tracy Whitehurst, Julie Martin, Hayley Jackson, Rebecca Fox. These named people are available during school hours of 8am-4.30pm daily. However, they can be contacted outside schools' hours if there is an emergency.

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 half 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 school cul-de-sac). 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, return to the school site after observing for approx. 10 min and inform the Senior Leadership Team of the situation and young persons' refusal to return.
- After 10 min parents and carers to be notified and requested to make way to school.
- Staff member off site to be supported by ONE other available member of staff.
- 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.
- If young person leaves the immediate vicinity on to a main road area, do not follow but 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

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- 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 this protocol is located in the office areas.

Non-collection of children

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. One 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.