



# Child Protection and Safeguarding Local Procedures

## Aurora Fairway School

Please refer to Main Policy A1 Child Protection and Safeguarding Policy

### Important contacts:

ROLE/ ORGANISATION	NAME	CONTACT DETAILS
Service Lead	Julie Sadler (Headteacher)	<a href="mailto:Julie.Sadler@theauroragroup.co.uk">Julie.Sadler@theauroragroup.co.uk</a> 07553160238
Designated Safeguarding Lead (DSL)	Julia Costello (Pastoral Lead)	<a href="mailto:Julia.costello@theauroragroup.co.uk">Julia.costello@theauroragroup.co.uk</a> 07795 178291
Deputy DSLS	Julie Sadler (Headteacher) Elizabeth Paul (Asst SENCO) Elizabeth Costello (Behaviour Support Assistant)	<a href="mailto:Julie.Sadler@theauroragroup.co.uk">Julie.Sadler@theauroragroup.co.uk</a> 07553160238 <a href="mailto:Elizabeth.paul@theauroragroup.co.uk">Elizabeth.paul@theauroragroup.co.uk</a> 07436 531439 <a href="mailto:Elizabeth.costello@theauroragroup.co.uk">Elizabeth.costello@theauroragroup.co.uk</a> 0788 069865
Out of office hours contact:	Julia Costello (Pastoral Lead)	<a href="mailto:Julia.costello@theauroragroup.co.uk">Julia.costello@theauroragroup.co.uk</a> 07795 178291
Local Authority Designated Officer (LADO)	Janet Farr Service Manager	Email: <a href="mailto:LADO@cambridgeshire.gov.uk">LADO@cambridgeshire.gov.uk</a>  Professionals Telephone: 01223 727 967 (Monday to Friday during office opening hours)  Telephone: 01733 234 724 (Emergency Duty Team - out of hours queries)  Members of the public Telephone: 0345 045 5203 (Monday to Friday 9am – 5pm)  Telephone 01733 234 724 (Emergency Duty team – out of hours queries)

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ROLE/ ORGANISATION	NAME	CONTACT DETAILS
Operations Director (and Acting Chair of Governors)	Tony Wray	<a href="mailto:tony.wray@theauroragroup.co.uk">tony.wray@theauroragroup.co.uk</a> 07471 527872
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 Dalgleish	<a href="mailto:Lesley.Dalgleish@theauroragroup.co.uk">Lesley.Dalgleish@theauroragroup.co.uk</a> 07884 748 859
Channel helpline		020 7340 7264
How to report child abuse to the Local Council	<p>Cambridgeshire County Council: 0345 045 5203 or complete a referral online</p> <p>Report abuse of a child online - Cambridgeshire County Council</p> <p>Peterborough City Council: 01733 864170 or complete a referral online</p> <p>Report abuse of a child online - Peterborough City Council</p> <p>Emergency Duty Team (Out of Hours) 01733 234724.</p>	<p>Wider;</p> <p><a href="https://www.gov.uk/report-child-abuse-to-local-council">https://www.gov.uk/report-child-abuse-to-local-council</a></p>

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

**Our Local Authority** is Cambridgeshire County Council. It has the following contacts if you are concerned about a child and need to refer directly.

Information can be found on the following website: **Information can be found on the following website:**

**<https://www.safeguardingcambspeterborough.org.uk/concerned/members-of-public-reporting-a-concern/>**

If you think that a child or young person is being abused or neglected call

Peterborough: 01733 864180

Cambridgeshire: 0345 045 5203

Outside office hours, at weekends and on public holidays contact the emergency duty team on 01733 234724.

### **Site specific concerns:**

As we are a special needs service our children are more vulnerable to all forms of abuse.

This could be because

- Communication barriers and negative experiences of education/care in the past may make it harder for our children/families to disclose concerns.
- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- our pupils are more prone to peer group isolation than other children
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs

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
- Staff will consider the needs of a child when responding to concerns of abuse or when taking a disclosure.
- Safeguarding learning opportunities within the curriculum will be appropriately differentiated to ensure all children can access it

### **Visitors:**

In addition to the checks outlined in the main policy.

We will not invite into the site any speaker who is known to disseminate extremist views, and will carry out appropriate checks to ensure that any individual or organisation using site facilities is not seeking to disseminate extremist views or radicalise children or staff.

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We positively vet those external agencies, individuals or speakers whom we engage to provide learning opportunities or experiences for our pupils. This includes checking that all external providers have appropriate DBS checks, viewing material that will be used beforehand and conducting a social media check on such agencies or individuals

## **Non-collection of children:**

If a child is not collected at the end of the session/day, we will make every effort to contact alternative emergency contacts and ascertain reasons for the missed collection. If contact cannot be made staff will remain with the child and make contact with the duty social work team to make a referral and seek advice.

## **Missing pupils/children:**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible.

## **What happens if a young person does go missing?**

- The most senior member on staff on site must be notified immediately whenever a young person cannot be accounted for.
- The senior member of staff will make a prompt decision on whether or not to immediately inform the Police and then the young person's parents / carer because of the level of risk.
- Following this, the senior person must promptly organise:

A search of the school site

A car search of the local area, ensuring clear means of communication to keep up to date on the situation.

The gathering of information on the circumstances facing the young person at or about the last time they were seen, including their state of mind, general behaviour, and any issues they were thought or known to dealing with.

The gathering of information in readiness to pass on to the Police, including home address, DOB and age, current clothing and footwear, general physical description, list of any medication being taken, any known information on other addresses regular visited by the young person.

## **Depending on dynamic risk assessment made above, what happens if the young person is not found within 30 minutes or less according to their individual behaviour support plan?**

If the young person is not found within the time frame decide by the senior manager, the Police and young person's carer /carer must be contacted and informed that they are missing.

## **What will the Police do?**

Currently the Police generally have two responses on the course of action they will take. These are to delay and wait, asking you to record the incident as a young person absent without permission, or to escalate to an immediate search because the young person is vulnerable and missing.

## **How will the incident be recorded?**

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The senior member of staff will maintain a written and timed running record of all communications and events and logged on our secure MIS system and My Concern.

## **What will happen once the young person is found?**

If the young person returns to site by themselves, or is found by the Police, or member/s of staff finds the young person and returns them to school, or where parents /carers return the young person, the senior member person must notify all those parties contacted during the incident and who are unaware of the young person's return. Refer to Fairway School Missing Person Policy.