

## Child Protection and Safeguarding Local Procedures

### Aurora Wilden View School

Please refer to Main Policy A1 Child Protection and Safeguarding Policy

Important contacts: ROLE/ORGANISATION	NAME	CONTACT DETAILS
Site Lead	Clare Harris	<a href="mailto:Clare.Harris@theauroragroup.co.uk">Clare.Harris@theauroragroup.co.uk</a> 07969 990 877
Designated Safeguarding Lead (DSL)	Clare Harris	<a href="mailto:Clare.Harris@theauroragroup.co.uk">Clare.Harris@theauroragroup.co.uk</a> 07969 990 877
Deputy DSLs	Dan Dourass Beth Hickman Polly Gunn Katie Chamberlain Clare Harris	<a href="mailto:Daniel.Dourass@theauroragroup.co.uk">Daniel.Dourass@theauroragroup.co.uk</a> <a href="mailto:Bethany.Hickman@theauroragroup.co.uk">Bethany.Hickman@theauroragroup.co.uk</a> <a href="mailto:Polly.Gunn@theauroragroup.co.uk">Polly.Gunn@theauroragroup.co.uk</a> <a href="mailto:Katie.Chamberlain@theauroragroup.co.uk">Katie.Chamberlain@theauroragroup.co.uk</a> <a href="mailto:Clare.Harris@theauroragroup.co.uk">Clare.Harris@theauroragroup.co.uk</a>
Out of office hours contact:	Clare Harris	<a href="mailto:Clare.Harris@theauroragroup.co.uk">Clare.Harris@theauroragroup.co.uk</a> 07969 990 877
Local Authority Designated Officer (LADO)	Worcestershire Duty LADO	01905 846221 Sarah Parkes <a href="mailto:SParkes@worcestershire.gov.uk">SParkes@worcestershire.gov.uk</a>
Operations Director (acting as chair of governors)	Tony Wray	<a href="mailto:Tony.Wray@theauroragroup.co.uk">Tony.Wray@theauroragroup.co.uk</a> 073471 527 872
Aurora Safeguarding Lead	Kim Welsh	<a href="mailto:Kim.Welsh@theauroragroup.co.uk">Kim.Welsh@theauroragroup.co.uk</a> 07392 872 786
Aurora Quality Assurance Director	Lesley Dagleish	<a href="mailto:Lesley.Dagleish@theauroragroup.co.uk">Lesley.Dagleish@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> 01905 763 763
Worcestershire Family Front Door		01905 822 666

Important contacts: ROLE/ORGANISATION	NAME	CONTACT DETAILS
Safeguarding for Schools advisor	D Hannibal	01905 844 436 <a href="mailto:dhannibal@worcestershire.gov.uk">dhannibal@worcestershire.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.

## Local Procedures

Our Local Authority is Worcestershire County Council and reporting a concern can be completed online via [www.safeguardingworcestershire.org.uk/](http://www.safeguardingworcestershire.org.uk/) or via telephone on: 01905 822 666

**If you are concerned about a child or young person (including yourself) then follow the below process:**

If a child is in immediate danger of serious harm or has been left alone dial 999 and let the operator know that it is a possible child protection issue.

If the child is not in immediate danger of serious harm but you know or suspect they are being abused or neglected call us:

- Monday to Thursday 9am to 5pm, Friday 9am to 4:30pm on 01905 822 666
- Outside of the above hours for emergencies on 01905 768 020
- If the child or young person is at immediate risk of serious harm dial 999

If you suspect or believe a child is suffering or is likely to suffer Significant Harm, including any form of mistreatment or abuse, you should report your concerns.

Members of the public can report their concerns by phone (see above).

Organisations should report their concerns by phone or by completing the Worcestershire Referral to Social Care Form [Refer to Children's Social Care | Worcestershire County Council](#). If you work for an organisation, and initially report a concern by phone, you must always complete the online referral preferably after having spoken with your organisation's Named Safeguarding Children Lead.

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.

### **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. 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.

### **Reporting FGM, Sexting Local Arrangements**

Should there be concerns regarding FGM, Sexting then in addition to the above policy. The process is as follows. Concerns and reports shall be made to the Designated Safeguarding Lead (DSL). The DSL shall then follow the 'Worcestershire FGM Pathway' by making a report to the Family Front Door or Emergency Team.

### **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 Protocol:**

#### **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 above then the Senior Manager shall take the decision to inform the Police and young person's carer /carer must be contacted that they are missing.

**How will the incident be recorded?**

The senior member of staff will maintain a written and timed running record of all communications and events and logged on our Engage and MyConcern.

**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.