



Child Protection and Safeguarding Local Procedures

Aurora Vincent House School

Please refer to Main Policy A1 Child Protection and Safeguarding Policy

Important contacts:

| ROLE/ORGANISATION | NAME | CONTACT DETAILS |
|--|--|---|
| Site Lead | Julie Sadler | Julie.sadler@theauroragroup.co.uk 07483993835 |
| Designated Safeguarding Lead (DSL) | Louise Kyriakides | 07827957778 Louise.Kyriakides@theauroragroup.co.uk |
| Deputy DSLs | Julie Sadler | Julie.sadler@theauroragroup.co.uk |
| | Ruth Evans | 07345419825 Ruth.Evans@theauroragroup.co.uk |
| | Nicki Cann | Nicki.Cann@theauroragroup.co.uk |
| | Charlotte Preston | Charlotte.Preston@theauroragroup.co.uk |
| Out of office hours contact: | Children's social care: West Sussex | 01403 229900 (09:00-17:00) Out of hours Emergency Duty Team: 033 022 26664 |
| | East Sussex | 01323 464222 (Monday to Thursday from 8:30 am to 5:00 pm, and Friday from 8:30 am to 4:30 pm) Out of hours Emergency Duty Team 01273 335905 |
| | Mental health services (SPOA) | 0300 304 0462 |
| Local Authority Designated Officer (LADO) | Local office | Phone: 033 022 26450 Email: LADO@westsussex.gov.uk |
| Operations Director (acting as chair of governors) | Kim Welsh | Kim.Welsh@theauroragroup.co.uk 07392 872 786 |

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| ROLE/ORGANISATION | NAME | CONTACT DETAILS |
|---|--|---|
| Aurora Safeguarding Lead | Cath Lethbridge | Catherine.lethbridge@theauroragroup.co.uk |
| Aurora Quality Assurance Director | Lesley Dalglish | Lesley.Dalglish@theauroragroup.co.uk 07884 748 859 |
| Channel helpline | | 020 7340 7264 |
| How to report child abuse to the Local Council | Government website West Sussex East Sussex Surrey | https://www.gov.uk/report-child-abuse-to-local-council Request support or raise a concern about a child - West Sussex County Council Report a concern about a child or a teenager East Sussex County Council Concerned about a child - Surrey Safeguarding Children Partnership |
| West Sussex Safeguarding Children Partnership (WSSCP) | West Sussex Single Point of Access (SPoA) | 01403 229900 (09:00-17:00) Out of hours Emergency Duty Team: 033 022 26664 0300 304 0462 |

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

Below is a list of external agencies that can be contacted if you are unable to contact the school's DSL or DDSLs or if you consider the young person to be at immediate risk of harm.

If a child may be at imminent risk of significant harm, please call 999.

1) How staff can report serious safeguarding concerns:

Requests for service, and concerns about children's safety should now be reported using the **West Sussex Integrated Front Door (IFD) Portal**, which can be accessed via the WSCC Web Site Request support or raise a concern about a child. The link to the new portal can be found below:

[IFD Portal link](#)

Emergencies:

Office hours (Monday-Friday, 9.00am-5.00pm)

If you are unsure what support you require or have an urgent safeguarding concern that requires a same day response, phone: 01403 229900.

Out of hours enquiries (weekends and bank holidays)

Contact our Emergency Duty Team on 033 022 26664.

If you experience difficulty contacting this number, phone: 07711 769657 (Does not accept text messages). This will connect you to the duty Social Worker.

Other welfare concerns about a child or young person

For all enquiries that are less immediate in nature, use the appropriate link:

- [I'm a professional](#)

Emotional wellbeing or mental health concerns

To request support for a child or young person, use the [West Sussex Single Point of Access \(SPoA\)](#).

The SPoA directs you to the right service. If there are safeguarding concerns as well, [contact the IFD](#).

Concerns about an adult working or volunteering with children

Concerns about inappropriate behaviour of an adult working or volunteering with children are handled by the Local Authority Designated Officer (LADO).

Report any such concerns using the LADO referral form on the [West Sussex Safeguarding Children Partnership \(WSSCP\)](#) website.

If you want to speak to LADO for advice, contact the team:

- Email: LADO@westsussex.gov.uk
- Phone: 033 022 26450

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2) How parents, carers and children can report serious safeguarding concerns

Emergencies:

Office hours (Monday-Friday, 9.00am-5.00pm)

If you are unsure what support you require or have an urgent safeguarding concern that requires a same day response, phone: 01403 229900.

Out of hours enquiries (weekends and bank holidays)

Contact our Emergency Duty Team on 033 022 26664.

If you experience difficulty contacting this number, phone: 07711 769657 (Does not accept text messages). This will connect you to the duty Social Worker.

For other welfare concerns about a child or young person please use the link below:

[I'm a member of the public or relative of the child](#)

For a child, they can use this link below:

[I'm a child or young person](#)

Additional support for children

They can also use:

[Get Support | Childline](#)

Or call 08001111

3) Non-collection of children

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

4) 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 school missing protocol, a copy of which is available from the school on request. Some students will have a personal risk assessments or behaviour plan that may require a different protocol in place.

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At Vincent House School we know that some students may be particularly vulnerable to missing education. Therefore, we will ensure that the whole school community know the importance of regular attendance at school. Should attendance become a concern, the school will act in accordance with the Vincent House School Attendance Policy and requirements stipulated in Government statutory guidance:

<https://www.gov.uk/government/publications/children-missing-education>

Additional safeguarding requirements at Aurora Vincent House School

- All Aurora mobile phones issued to Vincent House School staff should have clear and visible identification on the back of the phone that it is a school work-phone.
- All Aurora devices that have a camera including laptops and iPads should also be clearly identified as Vincent House School devices.
- All work-phones should have all relevant safeguarding numbers saved in the phone including DSL/DDSL numbers.
- All staff have the out of hours emergency contact number for on-duty DSL.

Our Safeguarding Approach at Vincent House School

Safeguarding is our priority at all times and everyone in our service commits to fully embracing regular training and assessment. The school's safeguarding team will proactively engage with both local and national safeguarding initiatives, forums and training.

Internal training is comprehensive and assessed. Briefings and weekly training sessions are utilised to ensure safeguarding knowledge and skills are constantly updated.

We acknowledge that all SEND children are more vulnerable to abuse than others. We are also additionally aware that the mental health needs of some of our students means there may be an increased risk of self-injury. Therefore, as a service we ensure our training addresses both preventative and reactive measures to secure the safety of our students. This will include ligature training.

To support our positive safeguarding culture, all staff must endeavour to foster good relationships with families and engage with them regularly. Our personal Development curriculum including PSHE and RSHE is central to our curriculum offer and Vincent House School will support families in their understanding of this curriculum.

Staff must act with moral courage to protect children which means they will always act on any concerns, following this policy. All our actions are taken in the best interest of the child.

For further information or if you have any queries about this policy, please contact the school.