



Child Protection and Safeguarding Local Procedures

Aurora Cedars School

Please refer to Main Policy A1 Child Protection and Safeguarding Policy

Important contacts:

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Headteacher	Zoe Free	Headteacher Zoe.free@theauroragroup.co.uk 07442560814
Designated Safeguarding Lead (DSL)	Abigail Sprigg	Assistant Headteacher Abigail.sprigg@theauroragroup.co.uk 07570 643592
Deputy DSLS	Tom Hind	Deputy Headteacher Thomas.hind@theauroragroup.co.uk 07876 086809
	Pamela Jackson	Assistant Headteacher Pamela.jackson@theauroragroup.co.uk 01902 544666
	Opal Jinks	SENCo Opal.jinks@theauroragroup.co.uk 07443 803955
Out of office hours contact:	Zoe Free	Headteacher Zoe.free@theauroragroup.co.uk 07442560814
Local Authority Designated Officer (LADO)	Kelly Matthews	LADO@secure.wolverhampton.gov.uk 01902 550477
Operations Director (Acting Chair of Governors)	Tony Wray	tony.wray@theauroragroup.co.uk 07471 527872
Aurora Safeguarding Lead	Cath Lethbridge	Catherine.lethbridge@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			020 7340 7264
How to report child abuse to the Local Council	Local: Wolverhampton Local Authority- Safeguarding Together 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: Monday to Thursday 8:30am to 5pm Friday 8:30am to 4:30pm on 01902 555392 Outside of the above hours for emergencies on 01902 552999		Wider: https://www.gov.uk/report-child-abuse-to-local-council

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 Wolverhampton City Council and reporting a concern can be completed online via <https://www.wolverhamptonsafeguarding.org.uk/> or via telephone on:

If you are concerned about a child or young person (including yourself)

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 8:30am to 5pm, Friday 8:30am to 4:30pm on **01902 555392**
- Outside of the above hours for emergencies on **01902 552999**
- 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 [Wolverhampton Safeguarding Together online Multi-Agency Referral Form \(MARF\)](#). If you work for an organisation, and initially report a concern by phone, you must always complete the online MARF within 1 hour of any phone call preferably after having spoken with your organisation's Named Safeguarding Children Lead.

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.

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- Safeguarding learning opportunities within the curriculum will be appropriately differentiated to ensure all children can access it

Children absent from school:

In line with Aurora Home Visits and Welfare Checks Policy, where students have been missing from education for 5 days or more the school will arrange to conduct a welfare visit, also known as a safe and well check. This falls without our duty for safeguarding.

Where possible contact will be made with the family ahead of the visit, however this may not always be possible in line with safeguarding. We understand these visits can cause some children anxiety and will work with parents to agree a suitable plan for the visit/alternative arrangement such as an off-site visit. School will make 2 attempts to visit the child before notifying the local MASH team. Safe and well checks will continue until the child has been seen either by a school member of staff or a social care staff member.

If children/families are not home and/or seen during the welfare visit, and safeguarding concerns are raised, contact may be made with the MASH/Social Care team. Police will be contacted if there is a significant risk of harm, for example if a child is subject to a social care child protection plan and both the school and social worker have had not success in accessing the child during the welfare visit.

Where students are unwell for school, a letter will be required from the GP or other relevant health professional.

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

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.

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- 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?

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. Refer to Aurora Cedars School Missing Person Policy.