



Child Protection and Safeguarding Local Procedures

Aurora Ryefields School

Please refer to Main Policy A1 Child Protection and Safeguarding Policy

Important contacts:

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Site Lead	Paul Foxton	paul.foxton@theauroragroup.co.uk 07483 917489
Designated Safeguarding Lead (DSL)	Ashleigh Baker	ashleigh.baker@theauroragroup.co.uk
Deputy DSLS	Francesca Knowles-Brown	francesca.knowles@theauroragroup.co.uk
	Paul Foxton	paul.foxton@theauroragroup.co.uk
	Andrea Phillippe	Andrea.Phillippe@theauroragroup.co.uk
Out of office hours contact:	Paul Foxton	paul.foxton@theauroragroup.co.uk 07483 917489
Local Authority Designated Officer (LADO)	184 Kedleston Road, Derby, DE22 1GT	01332 642376 or email cpmduty@derby.gov.uk
Operations Director (and Acting Chair of Governors)	Adrian O'Malley	Adrian.OMalley@theauroragroup.co.uk 07860 715578
Aurora Safeguarding Lead	Catherine Lethbridge	Catherine.Lethbridge@theauroragroup.co.uk 07464 496822
Aurora Quality Assurance Director	Lesley Dalglish	Lesley.Dalglish@theauroragroup.co.uk 07884 748859
Channel helpline		020 7340 7264

Aurora

ROLE/ORGANISATION	NAME	CONTACT DETAILS
How to report child abuse to the Local Council		https://www.gov.uk/report-child-abuse-to-local-council In Derbyshire - Starting Point Consultation and Advice Service for Professionals 01629 535353. The service operates Monday to Friday from 10am – 4pm. In Derby City - Children's Services Professional Consultation Line 07812 300329. The service operates Monday to Friday 10am to 4pm.

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 if you consider the young person to be at immediate risk of harm.

At Ryefields School, we prioritize the safety and well-being of every child. Below is guidance for staff, parents, carers, and external professionals regarding the procedures to follow in safeguarding situations, including contact details for relevant external agencies.

18.1 Immediate Risks

If a child is at imminent risk of significant harm, please call **999** immediately.

Contacting the Ryefields School DSL

If you cannot contact the school's Designated Safeguarding Lead (DSL) or deputy, or if you have significant concerns, external support agencies are available as outlined below.

18.2 External Support Agencies

Derbyshire Children's Single Point of Access (C-SPA)

The C-SPA team is the front door to children's services in Derbyshire, providing advice, guidance, and support for children and families.

- **Availability:** 9 am to 5 pm, Monday to Friday
- **Phone:** 01629 533190
- **Out of Hours Phone:** 01629 532600 (Emergency Duty Team)
- **Email:** csmash@derbyshire.gov.uk

If you have already been in contact with Derbyshire Children's Services and wish to speak with your allocated social worker or family support worker, contact your local office.

Emergency Duty Team (EDT)

For out-of-hours concerns:

- **Phone:** 01629 532600
- **SMS for Deaf/Hard of Hearing:** 07800000388
- **Email:** edt.ssd@derbyshire.gov.uk

Local Authority Designated Officer (LADO)

The LADO manages allegations against individuals working or volunteering with children.

- **Availability:** Monday to Friday, 9 am to 5 pm
 - **Phone:** 01629 531940
 - **Email:** professional.allegations@derbyshire.gov.uk
-

Aurora

How Parents, Carers, or Children Can Report Safeguarding Concerns

- **Children at Risk:** If a child or young person is being abused or neglected and you cannot report via the school, contact Derbyshire Children's Services at **01629 533190**.
- **Adults at Risk:** Contact **01629 533190** or email ascmarsh@derbyshire.gov.uk (9 am to 5 pm, Monday to Friday).
- **Out of Hours:** Contact the Emergency Duty Team at **01629 532600**.

18.3 Non-Collection of Children

If a child is not collected at the end of the day:

1. Staff will attempt to contact parents/carers and alternative emergency contacts.
2. If contact cannot be made, staff will remain with the child while notifying the duty social work team to seek advice or make a referral.

18.4 Missing Pupils/Children

If a child goes missing, Ryefields School will:

1. Follow its missing child protocol, which is available on request.
2. Notify the police and social services as necessary.

Ryefields recognizes several reasons why children might miss education, including transitions, exclusions, or family moves. We work proactively with families and local authorities to ensure consistent attendance and act according to statutory guidance on children missing education. For more details, see [Government Guidance on Children Missing Education](#).

18.5 Safeguarding Approach at Ryefields School

As a special needs service, Ryefields School understands the increased vulnerabilities of our children. Communication barriers and negative experiences in education or care may make it more challenging for children to disclose concerns.

Our Key Safeguarding Strategies:

- **Team Meetings and Progress Reviews:** Regular reviews to monitor possible risks and signs of abuse.
- **Relationship Building:** Ongoing efforts to develop strong, supportive relationships with students and families.
- **PSHE Curriculum:** Lessons addressing peer-on-peer abuse, appropriate relationships, and personal safety.

Safeguarding education is delivered regularly to empower students and ensure they know how to seek help if needed.

18.6 Creating a Safe and Inclusive Environment



Ryefields School is committed to safeguarding all children. We will always act in the child's best interests and follow local and national procedures to ensure their safety.