



Safeguarding Local Procedures

Aurora Foxes

Please refer to Main Policy Adult Safeguarding Policy A2

Important contacts:

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Service Lead	Mark Costello	Foxes.Mark.Costello@theauroragroup.co.uk
Designated Safeguarding Lead (DSL)	David Bates	David.Bates@theauroragroup.co.uk
Deputy DSLS	Susie Palmer Kerry Laing Deb Budge Kerry Knapman	Susie.Palmer@theauroragroup.co.uk Kerry.Laing@theauroragroup.co.uk Deb.Jervis@theauroragroup.co.uk Kerry.Knapman@theauroragroup.co.uk
Out of office hours contact:	Aurora Foxes On-Call Safeguarding	07458 058826
Local Authority Safeguarding Board	Somerset Safeguarding Adults Board	adults@somerset.gov.uk 0300 123 2224
Operations Director (acting as chair of governors)	Kim Welsh	Kim.Welsh@theauroragroup.co.uk 07392 872 786
Aurora Safeguarding Lead	Kim Welsh	Kim.Welsh@theauroragroup.co.uk 07392 872 786
Aurora Quality Assurance Director	Lesley Dalglish	Lesley.Dalglish@theauroragroup.co.uk 07884 748 859
Channel helpline		020 7340 7264

Local Authority Safeguarding Contact/s	Somerset Safeguarding Adults Board	adults@somerset.gov.uk 0300 123 2224
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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

Non-Student Activity

Any safeguarding concerns that relate to a student at Aurora Foxes who is over 18, the established reporting procedure of reporting through My Concern must be followed.

If during any activity where Aurora Foxes staff are responsible for anyone over 18 who is not a current student (e.g. Pre-placement assessments or Holiday Breaks), the following procedure MUST be followed.

1. Complete the Non-Student Activity Safeguarding Reporting Form. This is located on Microsoft Teams in the "General" channel in the "Safeguarding" folder.
2. Email the completed Non-Student Activity Safeguarding Reporting Form to fox-dl-safeguarding@the-aurora-group.com
3. Telephone safeguarding on-call on 07458058826.
4. The on-call safeguarding will assign the case to the most appropriate member of the Safeguarding team who will set tasks for staff as appropriate. These will be communicated via email.
5. The DSL or DDSL will make any referrals necessary and share information with relevant parties as required.
6. All non-student activity safeguarding concerns will be stored electronically and securely with restricted access.

If an adult is in immediate danger, you must telephone the emergency services on 999. You must then call the on-call safeguarding team member who will refer to the relevant authorities.

If it is evident that the adult has suffered significant harm or likely to suffer significant harm, you must then call the on-call safeguarding team member who will refer to the relevant authorities/agencies.

Where the adult's home county is not Somerset, the safeguarding team will also contact Adult Social Care (or equivalent) for that county.

DSL Availability

Monday-Friday, 8am-4pm. Outside of these times, Aurora Foxes has an out of office hours on-call system which is manned by the DSL or DDSL's and is available year-round. Details are included in the important contacts section of this procedure.

Missing Student/Adult

Our procedures are designed to ensure that a missing student/adult is found and returned to effective supervision as soon as possible. If a student/adult goes missing, we will follow the Foxes Missing Student Procedure (FOX6).

Other Services

CQC	03000 616161
Ofsted	0300 123 4666
Disclosure and Barring service	https://www.gov.uk/government/organisations/disclosure-and-barring-service
Whistleblowing helpline	020 7423 8787
	reporting@thwhistle.com
Employee Assistance Help line	0800 030 5182