

Safeguarding Local Procedures

Aurora Rowan

Please refer to Main Policy Adult Safeguarding Policy A2

Important contacts:

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Service Lead	Lesley Walkden	Lesley.walkden@theauroragroup.co.uk 07900 751421
Designated Safeguarding Lead (DSL)	Kerrie Turner	Kerrie.turner@theauroragroup.co.uk 01189073322
Deputy DSLS	Lesley Walkden	Lesley.walkden@theauroragroup.co.uk 07900 751421
Out of office hours contact:	Lesley Walkden / Kerrie Turner	Lesley.walkden@theauroragroup.co.uk 07900 751421 Kerrie.turner@theauroragroup.co.uk 01189073322
Local Authority Safeguarding Board	Oxfordshire Adult Safeguarding Team	SafeguardingAdults@Oxfordshire.gov.uk 01865 328232
Operations Director (acting as chair of governors)	Phil Jonas	Phil.jonas@theauroragroup.co.uk 07770 072870
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		Oxfordshire Adult Social Care Help Desk 0345 050 7666, option 2 Oxfordshire Adult Emergency Duty Team 0800 833 408 Oxfordshire Local Authority Designated Officer (LADO) Jo Llyod 01865 810603 lado.safeguardingchildren@oxfordshire.gov.uk

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

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

If an adult may be at imminent risk of significant harm, please call 999.

Oxfordshire Local Authority Designated Officer (LADO) Jo Llyod 01865 810603/
lado.safeguardingchildren@oxfordshire.gov.uk

- Oxfordshire Safeguarding Adults Board - <https://www.osab.co.uk/>

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

Missing Adult

Our procedures are designed to ensure that a missing adult is found and returned to effective supervision as soon as possible. If an adult goes missing we will: follow the below flow chart.

Report of registered Adult missing

- 1.Onsite** -2 minutes of a adult out of staff sight with focused search
- 2.Offsite (from school)**-immediate activation if witnessed leaving site
- 3. Offsite** – immediate activation if adult left group during offsite visit.

3.Pupil/Adult missing during offsite activity

Offsite support team sent to area.

One lead in the team co-ordinates from the offsite location- regularly feeding back to school.

Reception to keep phone line free and co-ordinate search. (mobile)

After 10 minutes the emergency services to be informed (Police)

Adult not located after 10 minutes

Emergency service contact made: Grab card information relayed

Co-ordination of sweep continues, and direction taken from emergency services.

Eyes on adult: (offsite)

Support in the form of vehicle, staffing and support aids sent to location and an individual approach used to support adult is developed in line with their RA and support plan.

1.Pupil/Adult missing onsite

Onsite sweep

Allocated area of the site given to each staff member to search (ensure numbered pack is given to each member of staff)

Reception to keep visual check on the external exits. (CCTV)

External search begins after 4 minutes whilst internal continues.

2.Pupil/Adult missing from site (either witnessed leaving site or onsite sweep unsuccessful)

Offsite sweep

Numbered area given to Sweep staff in accordance with the local map.

Reception to keep phone line free and co-ordinate search. (mobile)

After 10 minutes the emergency services to be informed (Police)

Medical Checks and De-brief for adult and staff (if required)

Sweep Team called to reception

Co-ordination of sweep begins.