

Safeguarding Local Procedures

Aurora Boveridge College

Please refer to Main Policy Adult Safeguarding Policy A2

Important contacts:

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Service Lead	Lloyd Richards	Lloyd.richards@theauroragroup.co.uk 01725 551247 / 07341 773967
Designated Safeguarding Lead (DSL)	Polly Darch	Polly.darch@theauroragroup.co.uk 01725 551247 / 07387 411592
Deputy DSLs	Lee Dales (Head of Education) Jayne Shears (Head of Care) Odette Osborne (Assistant Head of Education) David Bird-Hawkins (Pastoral Lead) Lucy Boot (Care Manager)	Lee.dales@theauroragroup.co.uk 01725 551247 / 07917 874718 Jayne.shears@theauroragroup.co.uk 01725 551247 / 07387 415023 Odette.osborne@theauroragroup.co.uk 01725 551247 David.birdhawkins@theauroragroup.co.uk 01725 551247 Lucy.boot@theauroragroup.co.uk 01725 551247
Out of office hours contact:	Senior On Call	Call designated Senior on Call rota
Local Authority Safeguarding Board	Dorset Safeguarding Adults Board	To report a concern: Tel: 01305 221016 (Monday to Friday, 8.30am to 5pm) Outside of our normal opening hours: 01305 221000 If someone is in immediate danger, call 999
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

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Aurora Quality Assurance Director	Lesley Dalglish	Lesley.Dalglish@theauroragroup.co.uk 07884 748 859
Channel helpline		020 7340 7264
Local Authority Safeguarding Contact/s	Dorset Adult Social Care	www.dorsetcouncil.gov.uk Tel: 01305 221016 (8.30am – 5pm) Or Tel: 01305 221000 (Out of Hours)

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 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.

- National Suicide Prevention Helpline UK : 6pm – Midnight 0800 689 5652
- Samaritans – available 24/7 116123
- Connection – available 24/7 0800 6520190

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 (also see Missing Person's Protocol) 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:

Procedure in the Event of a Young Adult Being Reported as Missing from the service

When it becomes clear that a young adult is missing, it is vital that all the members of staff work as a team and follow a clearly defined procedure. Upon receiving a missing person's report, the duty manager should carry out the following procedure.

- Check that the young adult is not on a prearranged outing, activity or walk. If they are, and are overdue, then the manager should make efforts to contact the young adult or the people/place they are visiting. Where contact cannot be made and the judgment of the duty manager is that they may be at risk, then the police should be contacted and a suitable entry made in the Young Adults' notes.
- Where a young adult is not on a prearranged outing, activity or walk, then the following procedure should be followed. The duty manager should carry out the following.
 - Alert all staff to the possibility of the young adult missing and ask for information/sightings.
 - Check who last saw the young adult and question them about the Young Adult's known plans and movements.
 - Where necessary tactfully question relevant Young Adults about the missing Young Adult's plans and movements.
 - Carry out a thorough search of the home and grounds, checking that the young adult has not become lost or trapped. Knowledge of the young adult and their usual movements and habits should be employed (i.e. staff should search their favourite places and, if they are used to visiting relatives nearby, then relatives should be contacted) and staff may be dispatched to tour the vicinity.
 - It is important here that the duty manager has a structured plan to their search and does not just send staff off in a haphazard way. At the end of the search, the duty manager must be confident that the home and its grounds have been systematically searched, including the Young Adult's own rooms, toilet and favourite spots. For searches in the dark, a supply of torches are kept in the main office along with a first aid kit and space blanket for treating hypothermia. On no account should other Young Adults be allowed to involve themselves in any search of the grounds, and sufficient staff should always remain in the home to ensure its proper running and the safety of other Young Adults.
- If no sign of the young adult can be found, or if information is provided from either staff or other Young Adults that raises concern that the young adult may be at risk, then the local police should be alerted and their advice and assistance sought.
- Where the police are involved then the home's responsible person should be informed, as should members of the missing Young Adult's family if they have not already been contacted.
- The duty manager should, at the earliest opportunity, fill out an incident form and make a suitable note of events in the Young Adult's notes. Times of actions and decisions should be noted as accurately as possible.

- Families should be requested to telephone the home if the young adult contacts them, and relatives should be kept informed at each stage of the search.
- Once the young adult has been found, it is essential that all the parties who were advised of the emergency are contacted again and informed that the search has been concluded.

If at any stage the duty manager is unsure of what to do, then the person responsible should be contacted immediately for advice.