

Safeguarding Local Procedures

Aurora Wilden View

Please refer to Main Policy Adult Safeguarding Policy A2

Important contacts:

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Service Lead	Clare Harris	Clare.harris@theauroragroup.co.uk 07969 990877
Designated Safeguarding Lead (DSL)	Elizabeth Chater	Elizabeth.chater@theauroragroup.co.uk 07584 604727
Deputy DSLs	Dan Dourass Polly Gunn Katie Chamberlain Clare Harris	Daniel.dourass@theauroragroup.co.uk Polly.Gunn@theauroragroup.co.uk Katie.Chamberlain@theauroragroup.co.uk Clare.Harris@theauroragroup.co.uk
Out of office hours contact:	Clare Harris	Clare.harris@theauroragroup.co.uk 07969 990877
Local Authority Safeguarding Board	Worcestershire Adult Safeguarding Team	01905 768053

		Out of hours - 01905 768020
Operations Director (acting as chair of governors)	Tony Wray	Tony.wray@theauroragroup.co.uk 07471 527872
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	LADO for Worcestershire	01905 846221

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.

Adult Services

Police Emergency	999
Police Non-Emergency	101
Worcestershire Adult Safeguarding Team	01905 768053
Worcestershire Adult Social Care Help Desk	01905 768020
Worcestershire Adult Emergency Duty Team	01905 768020

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 from site we will:

WILDEN VIEW APPROACH

1. Purpose & Duty of Care

Staff have a legal and contractual duty to ensure full and proper supervision of all pupils at all times (in loco parentis). See Appendix 1.

The Head of School is responsible for ensuring systems are in place to minimise risk and respond promptly if a child goes missing.¹

2. When Does This Policy Apply?

Leaving the School Site without Permission

Missing from the School Site

3. Procedures

A. If a Child Leaves Site Without Permission

No pupil is allowed to leave without the Headteacher approval during the school day.

If a pupil leaves (or attempts to run off):

Do not use physical restraint unless the pupil (or others) would be in immediate danger and it is safe to do so.

A senior member of staff may decide to follow from a safe distance rather than physically prevent them.

If the pupil does not return promptly or refuses, inform parents and call the police as outlined in Appendix 1 flowchart.¹

B. If a Child Cannot Be Found on Site

Conduct an immediate search of the site for evidence they are still on premises.

If not located quickly, the senior member of staff:

Calls parents and informs them of the situation.

Calls the police to report the child as missing.

Police should attend the school and take full details for their records and search.

A written record must be made, including:

Actions taken

Times of calls

Reasons given by the pupil following debrief

The pupil will be given appropriate support when found.¹

4. Key Principles

Staff off-site during searches should carry school ID for safeguarding transparency.

All incidents where police are involved require follow-up under local safeguarding procedures (including West Mercia multi-agency protocols).

Pupils interviewed afterwards and offered independent support if required.¹

Appendix 1:

