



Child Protection and Safeguarding Local Procedures

Aurora Poppyfield School

Please refer to Main Policy A1 Child Protection and Safeguarding Policy

Important contacts:

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Site Leads	Dan Cundy – Principal	Dan.Cundy@theauroragroup.co.uk
	Hayley Parish– Head of School	01372 678630 07471519938 Hayley.parish@theauroragroup.co.uk
Designated Safeguarding Lead (DSL)	Charlotte Potter (Surrey DSL)	07825 431546 charlotte.potter@theauroragroup.co.uk
Deputy DSLS	Jade Nairne (Head of School)	01372 678630 07471519938 jade.nairne@theauroragroup.co.uk
	Hollie Riley (School Business Manager)	07778 323 800 hollie.riley@theauroragroup.co.uk
	Hayley Parish (AHT)	07733 853 956 hayley.parish@theauroragroup.co.uk
	Jade Newman (SENDCo)	Jade.Newman@theauroragroup.co.uk

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ROLE/ORGANISATION	NAME	CONTACT DETAILS
Emergency Out of Hours Contacts	Dan Cundy – Principal Hayley Parish– Head of School	Dan.Cundy@theauroragroup.co.uk 07721 210970 01372 678630 07471519938 Hayley.parish@theauroragroup.co.uk
Local Authority Designated Officer (LADO)	Local office	0300 123 1650 (option 3) or email LADO@surreycc.gov.uk
Operations Director (acting as chair of governors)	Phil Jonas	Phil.Jonas@theauroragroup.co.uk 07770 072 870
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
How to report child abuse to the Local Council		https://www.gov.uk/report-child-abuse-to-local-council
C-SPA	Children's Single Point of Access (C-SPA), (previously known as Multi Agency Safeguarding Hub (MASH)	cspa@surreycc.gov.uk 0300 470 9100

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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 Quality Assurance Director.

18. Local Procedures

18.1 External Agency Contact

Our Local Authority is Surrey County Council. It has the following contacts if you are concerned about a child and need to refer directly.

If you think that a child or young person is being abused or neglected call

Police (safeguarding) 101

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

Tel: 0300 470 9100 (9am-5pm Mon-Fri)

Email: cspa@surreycc.gov.uk

Out of Hours Duty Team: 01483 517898

Emergency duty team: edt.ssd@surreycc.gov.uk

18.2 Site specific concerns

As we are a special needs service our children are more vulnerable to all forms of abuse.

This could be because

- Communication barriers and negative experiences of education/care in the past may make it harder for our children/families to disclose concerns.
- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- our children are more prone to peer group isolation than other children
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs

As such we use a range of approaches such as:

- team meetings and briefings
- progress reviews and ongoing work to develop strong and supportive relationships to review possible risks and signs of abuse
- Staff will consider the needs of a child when responding to concerns of abuse or when taking a disclosure.
- Safeguarding learning opportunities within the curriculum will be appropriately differentiated to ensure all children can access it

Visitors

In addition to the checks outlined in the main policy, we will not invite into the site any speaker who is known to disseminate extremist views, and will carry out appropriate checks to ensure that any individual or organisation using site facilities is not seeking to disseminate extremist views or radicalise children or staff.

We positively vet those external agencies, individuals or speakers whom we engage to provide learning opportunities or experiences for our children. This includes checking that all external providers have appropriate DBS checks, viewing material that will be used beforehand and conducting a social media check on such agencies or individuals

18.3 Non-collection of children

If a child is not collected at the end of the session/day, the following procedure will apply:

If the child is transported to school by taxi we will telephone the relevant company to ascertain whether there is an issue with the taxi. If this is the case, we will contact the parent/carer to inform them that their child will arrive home later than expected

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If the child is transported to school by their parent/carer we will telephone them to ascertain the reason why they have not collected their child and when they will be able to do so or what alternative arrangements have been put in place. If we are not able to make contact with the parent/carer we will telephone the child's emergency contact.

If we are not able to make contact with the child's parent/carer or emergency contact we will contact Children's Services Duty Team to make them aware that the child has not been collected.

At least two members of staff will remain on site with the child until such time as they have been collected by their parent/carer or a representative from Children's Services.

18.4 Missing child/children

The most senior member of staff on site must be notified immediately whenever a young person cannot be accounted for or is indicating that they may leave the site without permission.

The Site Lead will:

During:

- If a child leaves the school premises, staff should follow the child.
- If the child is not in eyesight of staff member and cannot be located within 15 minutes, the police must be informed.
- Make a dynamic risk assessment and prompt decision on whether to immediately inform the Police and/or the young person's parents/ carer. **Staff do not need to wait 15 minutes to call the police if they feel that the child is at risk of immediate danger.**
- Factors to be considered when assessing the risk:
 - The young person's health needs (e.g. Insulin dependent)
 - The young person's mental health state and history (e.g. known suicidal ideation)
 - The young person's risk of CCE / CSE
 - The young person's profile with regards to aggression and violence
 - Whether the young person is known to the Police or Children's Services
 - Age and cognitive level of the child
 - Time of day/night
 - Risk to the public
 - Is this the first incident of this nature or is there a known pattern/history of going missing
- Organise a search of the school site
- Organise a search of the local area
- Ensure there are effective means of communication
 - to keep up to date on the situation (either through school mobile phones or walkie talkies)
- Gather information on the circumstances facing the young person at or about the last time they were seen, including their state of mind, general behaviour, and any issues they were thought or known to dealing with.
- Gather information in readiness to pass on to the Police, including home address, DOB and age, current clothing and footwear, general physical description, list of any medication being taken, any known information on other addresses regular visited by the young person.
- Maintain a written account and running record of all communications, decision making and when these decisions and actions have taken place.
- If the young person is LAC/CIN/CP – ensure the young person's social worker or the appropriate Duty Team with the local authority have been contacted.
- Record Police Reference Number, be a single point of contact for the Police or delegate this to DSL/DDSL

After:

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- Ensure the incident is recorded on Engage and MyConcern, after the event.
- Communicate with all interested parties of the young person's safe return.
- Direct a debrief with the members of staff involved. Including updating/amending the PSP/RA, including a review of the provision in place
- Identify with the wider SLT whether this incident might be a trigger for an Interim Review of the young person's EHCP
- Identify with the DSL whether a referral should be made to Children's Services

The Police might:

- Delay and wait, asking you to record the incident as a young person absent/ deliberately missing education without permission
- Escalate to an immediate search because the young person is vulnerable and missing.

18.5 Safeguarding Debrief

Any immediate safeguarding concerns are to be referred immediately to the DSL. Concerns which are low level are communicated in the class debrief and discussed during the end of day teacher debrief to ensure the appropriate actions are taken with the person designated to take the action identified.

Safeguarding meetings are facilitated bi-weekly with the site lead and the DSL team.

18.6 Children's Mobile Phones Including Smart Devices.

Many children have unlimited and unrestricted access to the internet via mobile phone networks (i.e. 3G, 4G and 5G). This access means some children, may potentially, whilst at school, sexually harass, bully, and control others via their mobile and smart technology, share indecent images consensually and non-consensually (often via large chat groups) and view and share pornography and other harmful content. To mitigate this risk and ensure that all devices accessed by children on site are effectively filtered and monitored children will only be able to access the internet through Aurora devices. All personal smart devices (including but not limited to mobile phones, smart watches, tablets, laptops and game consoles) must be handed at reception on arrival.