

Safeguarding Local Procedures

Aurora Cedars School

Please refer to Main Policy Adult Safeguarding Policy A2

Important contacts:

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Service Lead	Zoe Free	Headteacher Zoe.free@theauroragroup.co.uk 07442560814
Designated Safeguarding Lead (DSL)	Abigail Sprigg	Assistant Headteacher Abigail.sprigg@theauroragroup.co.uk 07570 643592
Deputy DSLs	Tom Hind	Deputy Headteacher Thomas.hind@theauroragroup.co.uk 07876 086809
	Pamela Jackson	Assistant Headteacher Pamela.jackson@theauroragroup.co.uk 01902 544666
	Opal Jinks	SENCo Opal.jinks@theauroragroup.co.uk 07443 803955
Out of office hours contact:	Zoe Free	Headteacher Zoe.free@theauroragroup.co.uk 07442560814
Local Authority Safeguarding Board	Multi Agency Safeguarding Hubs (MASH) – wolverhamptonsafeguarding	
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	Emergency Duty Team on 01902 552999 or in an emergency call 999	

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.

- Emergency Duty Team on 01902 552999

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:

- The most senior member on staff on site must be notified immediately whenever an adult student cannot be accounted for.
- The senior member of staff will make a prompt decision on whether or not to immediately inform the Police and then the adult student's parents / carer because of the level of risk.
- Following this, the senior person must promptly organise:
 - A search of the school site
 - A car search of the local area, ensuring clear means of communication to keep up to date on the situation.
 - The gathering of information on the circumstances facing the adult student 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.

- The gathering of 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 adult student.
- **Depending on dynamic risk assessment made above, what happens if the adult student is not found within 30 minutes or less according to their individual behaviour support plan?**
- If the adult student is not found within the time frame decide by the senior manager, the Police and adult student's parent/carer must be contacted and informed that they are missing.
- **What will the Police do?**
- Currently the Police generally have two responses on the course of action they will take. These are to delay and wait, asking you to record the incident as an adult absent without permission, or to escalate to an immediate search because the adult is vulnerable and missing.
- **How will the incident be recorded?**
- The senior member of staff will maintain a written and timed running record of all communications and events and logged on our Engage and MyConcern.
- **What will happen once the young person is found?**
- If the adult student returns to site by themselves, or is found by the Police, or member/s of staff finds the adult student and returns them to school, or where parents /carers return the adult student, the senior member person must notify all those parties contacted during the incident and who are unaware of the adult student's return. Refer to Aurora Cedars School Missing Person Policy.
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