



Child Protection and Safeguarding Local Procedures

Aurora Linemere School

Please refer to Main Policy A1 Child Protection and Safeguarding Policy

Important contacts:

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Service Lead Principal	Klaire Rowland	Klaire.rowland@theauroragroup.co.uk
Head of School	Creslyn Singh	Creslyn.singh@theauroragroup.co.uk
Designated Safeguarding Lead (DSL)	Clara White	Clara.white@theauroragroup.co.uk
Deputy DSL	Creslyn Singh James Orchard Oriole Harris	Creslyn.singh@theauroragroup.co.uk James.Orchard@theauroragroup.co.uk Oriole.Harris@theauroragroup.co.uk
Out of office hours contact:	Kim Welsh	Kim Welsh – can be contacted in an emergency throughout the summer holidays. Kim.Welsh@the-aurora-group.com 07392 872786 childrens.frontdoor@n-somerset.gov.uk tel:01454615165 should be contacted for an immediate safeguarding response outside of school hours
Local Authority Designated Officer (LADO)	Allyson Donovan	Allyson Donovan 07386 963 406 lado@n-somerset.gov.uk https://nsscp.co.uk/sites/default/files/2024-01/LADO%20Referral%20Consultation%20Form%20January%202024.docx

Aurora

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Operations Director (acting as chair of governors)	Kim Welsh	Kim.Welsh@theauroragroup.co.uk 07392 872786
Aurora Safeguarding Lead	Kim Welsh	Kim.Welsh@theauroragroup.co.uk 07392 872786
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 North Somerset Children's Services 01275 888 808 care.connect@n-somerset.gov.uk Out of Hours 01454 615 165
NSPCC		help@nspcc.org.uk . 0808 800 5000
Samaritans		116 123 (Available 24/7).
SARSAS (Somerset and Avon Rape and Sexual Abuse Support)		08088010456

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

The Children's Partnership is the new statutory body in accordance with Working Together 2018. The main changes are that there are now three organisations that have an equal and shared duty to make arrangements to work together with relevant agencies to safeguard and promote the welfare of all children in North Somerset

The Executive meets quarterly and is comprised of the three statutory partners the local authority, the police, and the clinical commissioning group.

Local Authority: Director of Children, Adults and Health

CCG: Director of Nursing, BNSSG

Police: Area Commander for Bristol, Avon & Somerset Police

All staff should be aware of the guidance issued by North Somerset safeguarding board

Local Authority Designated Officer (LADO)

Allyson Donovan

07386 963 406

lado@n-somerset.gov.uk

North Somerset Children's Services

01275 888 808

care.connect@n-somerset.gov.uk

Out of Hours

01454 615 165

Professional consultation line

tel:01275888690

childrens.frontdoor@n-somerset.gov.uk

Monday to Thursday 9am to 5pm and Friday 9am to 4.30pm

For any Sexting concerns complete a ROTH referral and submitted to

care.connect@n-somerset.gov.uk

[Prevent | North Somerset Council](#)

Prevent is part of the government's counter terrorism strategy. It addresses all forms of dangerous extremism including Islamist extremism and far right extremism.

Prevent aims to:

- respond to the ideological challenge of terrorism and the threat we face from those who promote it
- prevent people from being drawn into terrorism and to ensure they are given appropriate advice and support
- work with sectors and institutions where there are risks of radicalisation that we need to address

There are specific statutory obligations under Prevent for local authorities, schools, higher and further education, health services, prisons, probation and the police. National guidance is available for each of the key organisations describing ways in which they can comply with the duty, as well as providing advice and information on how compliance with the duty will be monitored. A multi-agency Prevent Board has been established to co-ordinate this work in North Somerset.

Aurora

What to do if you have concerns

Anyone can make a Prevent referral if they have concerns about someone. When a referral is made, the information you share will be considered by the Police Prevent team. If appropriate, the person will be referred on for support through the North Somerset channel process.

Before you submit a Prevent referral, we would recommend having a conversation with South West Prevent team. You can phone them on 01278 647 466. They will be able to provide advice around making the referral and answer any questions you may have on filling out the form. It will also provide them with early notification of a potential referral being submitted.

To make a prevent referral please download the Prevent referral form and email it to PreventSW@avonandsomerset.police.uk.

File

[Prevent national referral form.pdf](#)

Creslyn Singh

Aurora



As we are a special needs service our children are more vulnerable to all forms of abuse. Communication barriers and negative experiences of education/care in the past may also make it harder

for our children/families to disclose concerns. 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.

Non-collection of children

If the student is transported by local authority transport (taxi/bus), we will:

Contact the local authority transport coordinator to inquire what the delay is and the expected time for arrival.

Contact the parents/carers to inform them if there is a delay or that the transport is not arriving.

If the local authority transport is cancelled, parents will be contacted to collect their child.

School staff will wait with the student until parents arrive at school.

If parents are unable to collect their, we will organise transport using a school vehicle with a school driver.

If a child is transported by Parent

We will contact a parent immediately to find out the cause of the delay. If we are unable to contact the primary contact the emergency contact will be called.

School staff will wait with the child until the parent/emergency contact arrives.

If the family have social care involvement they will be informed if we are unable to contact either the parent or the emergency contact.

Missing children

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a student's goes missing, we will:

Teaching staff are accountable for taking a register of attendance at the beginning of their teaching session.

If a student goes missing during a session or an activity, we will:

Immediately inform a colleague that a child is not in the expected activity. This colleague will ensure that the Headteacher/DSL is made aware.

Staff collect a school phone from reception to maintain contact with the school and update the headteacher.

Available staff will search the grounds and surrounding areas for the child.

If staff have had no sight of the student for 10 minutes emergency services (999) will be called to support in the search for the student.

If this is unsuccessful

The member of staff will contact the school to request a driver and school vehicle come to them to expand the search.

If a search in the immediate vicinity is unsuccessful, the school will contact parents to inform them of the situation. The school will maintain contact with parents to keep them updated.

Once the student has been located and safe, the school will

- Record the incident on My Concern/engage
- Immediate review by DSL.
- Parent informed.
- Risk assessment reviewed.
- Behaviour support plan reviewed.
- Safeguarding chronology updated.
- Multi-agency referral considered.
- Debrief with child undertaken.
- Lessons learned recorded

Attendance as a Safeguarding Indicator

Aurora Linemere recognises attendance as a key safeguarding indicator.

The school will:

- Monitor attendance daily.
- Escalate concerns regarding persistent absence.
- Conduct welfare checks.
- Undertake home visits where appropriate.
- Work alongside North Somerset Children's Services when concerns arise.

Online Safety

Aurora uses:

- Barracuda filtering.
- Senso monitoring.
- SafeSearch.
- Device monitoring alerts.

Concerns generated through filtering systems are reviewed by the DSL.

Safeguarding Monitoring and Quality Assurance

The DSL will undertake:

- Weekly safeguarding review meetings.
- Monthly MyConcern audit.
- Termly safeguarding audit.
- Termly governor safeguarding report.
- Analysis of safeguarding trends.
- Attendance analysis.
- Behaviour and restraint analysis.
- Filtering and monitoring analysis.
- Staff safeguarding supervision.
- Pupil voice surveys.