



Child Protection and Safeguarding Local Procedures

Aurora Woodlands

Please refer to Main Policy A1 Child Protection and Safeguarding

Important contacts:

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Site Lead	Carl Glennon	Carl.glennon@theauroragroup.co.uk 01254 706600
Designated Safeguarding Lead (DSL)	Janette Hilton	Janette.hilton@theauroragroup.co.uk 07498499772
Deputy DSLS	Carole Atkinson Joe Dickinson	Carole.atkinson@theauroragroup.co.uk 01254706600 Joe.dickinson@theauroragroup.co.uk 01254 706600
Out of office hours contact:	Lancashire Children's safeguarding board Blackburn with Darwen safeguarding	Concerns about a child should be reported on 0300 123 6720 or out of hours 0300 123 6722 (5pm - 8am) If you are concerned that a child or young person is being harmed or neglected or is at risk of this you should make a referral to: Tel — Children's Social Care 01254 666400 (During Office Hours) Tel — Emergency Duty team on 01254 587547 (Out of Hours) If there is an immediate risk of harm to a child, then contact the police on 999. The free NSPCC advice and information service is open 24 hours a day. Tel 0808 800 5000 For concerns that require the attention of the police, non-urgent crimes and concerns can be found at: Lancashire Constabulary - Report Online or telephone 101. In case of an emergency, always dial 999.

Aurora

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Children’s Social Care	Blackburn with Darwen Details require confirmation	Supplied daytime number: 01254 666400 Supplied out-of-hours number: 01254 587547
Local Authority Designated Officer (LADO)	Elissa.harper@blackburn.gov.uk	01254 585184
Operations Director (acting as chair of governors)	Pam Eyre	Pam.eyre@theauroragroup.co.uk 07384 464773
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	channel@blackburn.gov.uk 020 7340 7264	020 7340 7264 01254 588 946
How to report child abuse to the Local Council		https://www.gov.uk/report-child-abuse-to-local-council

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.

Local Procedures

Immediate action and DSL availability

Staff must act immediately on any concern about a child. Speak directly to the DSL or a deputy and record the concern promptly on MyConcern. Do not wait for a meeting, an electronic alert to be read or a three-hour response period. Call 999 immediately where a child is in immediate danger or needs emergency assistance.

The Headteacher and DSL will maintain a named cover rota so that a trained DSL or deputy is available throughout the school day, including the DSL's non-working days. Staff must be told who is covering and how to contact them. The Headteacher will ensure appropriate safeguarding cover is agreed for trips, clubs and other school activities outside normal hours.

If the DSL and deputies cannot be reached, contact a senior leader and/or Children's Social Care directly. Anyone can make a referral. Do not delay protective action while seeking permission. Inform the DSL of the action taken as soon as practicable and record the advice, decisions and reasons.

Local thresholds and referral routes

Use the current safeguarding partnership thresholds and referral procedures for the child's home local authority. Blackburn with Darwen and Lancashire County Council are separate authorities. For pupils living elsewhere, use their home authority's Children's Social Care service. The DSL will keep those contacts accessible to staff. A placing authority may also need to be informed; it must not be assumed to replace the home authority referral route.

For an immediate safeguarding concern arising at school, contact police and/or the Children's Social Care service for the area where the child is currently located, explain their home address and any placing authority, and agree coordination. Uncertainty about responsibility must not delay protection. Record the receiving officer, agreed actions and reference number.

Lancashire: telephone 0300 123 6720 for urgent safeguarding concerns; outside 8am–5pm Monday–Friday use 0300 123 6722. For professional referrals where a child is not at risk of immediate harm, use Lancashire's online Children's Services request for support [2]. Blackburn with Darwen: use its current child protection route [3] and the contact table, subject to the confirmation noted there.

Where needs can safely be met through early help / Family Help, the DSL coordinates support with the family and relevant services using the authority's current assessment process. Such support must never be a prerequisite that delays a necessary child protection referral. Consult Children's Social Care if the threshold is unclear.

The DSL normally explains concerns and proposed referrals to parents/carers and involves the child in a way they can understand. Do not seek consent or give advance notice if this could increase risk, compromise an investigation or cause harmful delay. Seek social care/police advice where needed. Necessary safeguarding information may be shared lawfully without consent; record the reason and share only relevant, accurate information securely.

For a child with an allocated social worker, contact that worker immediately about new concerns. If unavailable, contact their manager/duty team or the emergency duty service; do not simply leave a message and wait. Complete any written referral or follow-up required by the receiving service.

The referrer and DSL must check the referral has been received and action agreed. If acknowledgement/next steps are not received within one working day, chase the service; escalate sooner where risk requires it. If the response is inadequate or concerns remain, use the relevant partnership's professional disagreement/escalation procedure, involving the Headteacher and duty manager. Continue protecting the child, recording decisions and re-referring when needed.

Female genital mutilation

A teacher who discovers that FGM appears to have been carried out on a girl under 18, through her direct disclosure or relevant physical signs, has a personal duty to report to the police. The report should normally be made via 101 as soon as possible, normally by the end of the next working day.

Aurora

Inform the DSL alongside the report; passing the concern to the DSL does not discharge the teacher's duty. Staff must not examine a child to establish whether FGM has occurred.

Suspected FGM, third-party information or a risk of future FGM requires immediate safeguarding action through the DSL and Children's Social Care, and police where appropriate; these are distinct from the mandatory reporting trigger. Use 999 for immediate danger, including an imminent threat requiring an emergency response. Follow the government's FGM guidance [4], including advice on family contact.

Allegations and low-level concerns about adults

Report concerns about the conduct of staff, volunteers, contractors or other adults working with pupils promptly to the Headteacher. Concerns about the Headteacher go directly to the Operations Director acting as chair of governors; concerns about that Director go to the Chief Operations Officer through Aurora's current internal directory. Do not report to the person who is the subject of the concern.

Where an allegation may meet the harm threshold, the case manager must consult the LADO promptly and follow the main A1 policy and local procedures before undertaking an investigation. Protect the child and contact police/social care immediately where needed. Staff may seek LADO advice directly if the usual recipient is unavailable, implicated or fails to act; internal escalation must not prevent an external referral.

Record low-level concerns about conduct inconsistent with the staff code of conduct and report them to the Headteacher, or the alternative recipient above where implicated. The Headteacher reviews patterns and seeks LADO advice if the threshold is uncertain. Keep adult allegation and low-level concern records in the restricted records required by A1, separate from general pupil contact logs. Use Aurora's whistleblowing route if concerns are not addressed.

Site specific concerns and communication

Pupils with SEND may face additional barriers to recognising and reporting abuse. Do not assume that injury, distress, withdrawal, changes in behaviour or communication are explained by autism, disability or a pupil's diagnosis. Consider abuse, neglect, exploitation and child-on-child harm, including online harm, alongside other explanations.

Provide a trusted adult, a calm setting, processing time and the pupil's usual communication aids, including visual supports or augmentative communication. Seek appropriate communication support without using someone implicated in the concern. Listen, reassure, avoid leading questions, do not promise secrecy and record the child's own words or communication accurately. Staff must not conduct their own investigation.

Pastoral and keyworker briefings, SLT briefings and progress reviews should identify changes, share necessary protective actions and check follow-up. They supplement immediate reporting. Routine tutor contact with home continues where appropriate, but safeguarding communication follows the DSL's risk assessment and advice from external agencies.

MyConcern is the safeguarding record: record observations, disclosures, relevant contact, referrals, decisions, reasons, actions and outcomes promptly. SchoolPod is for routine educational and operational contact. Do not duplicate sensitive safeguarding narratives in general contact logs; use a minimal cross-reference only where necessary and authorised. Restrict access to staff who need the information to safeguard the child.

If MyConcern is unavailable, report verbally immediately and make a dated, timed factual record using the school's secure contingency process. Pass it directly to the DSL, store it securely and transfer it to MyConcern when access is restored. The DSL checks completion and records retention follow A1 and the school's retention arrangements.

Non-collection and failed transport handover

The school maintains at least two emergency contacts where reasonably possible and checks authorised collection arrangements. If a child remains at school after collection time, notify the senior

Aurora

leader/DSL, supervise them in a safe, familiar setting with staffing appropriate to their needs, and contact the parent/carer, authorised emergency contacts and transport provider as relevant.

The senior leader assesses the reason for the delay and the child's needs and agrees the next action. If no safe collection can be arranged, contact Children's Social Care or its emergency duty service for advice without avoidable delay. Call 999 if there is immediate danger; contact police on 101 for a non-emergency police concern. Do not send the child home alone or release them to an unauthorised or unsafe adult.

If no authorised adult is available at the home handover, transport staff must keep the child safely supervised and contact the school's nominated senior contact and transport controller. A return to school must be agreed first, with confirmation that appropriate staff are present to receive the child. If school cannot receive them, agree a safe plan with social care/emergency services. Never leave the child unattended. Record contacts, decisions, the receiving adult and handover time; review repeated incidents as possible safeguarding concerns.

Missing pupils or children

If a pupil's whereabouts are unknown, alert the Headteacher/senior leader and DSL immediately. The senior leader coordinates a prompt check of registers, last known location and likely safe areas, while maintaining supervision of other pupils. Allocate search and communication roles; do not expose staff or pupils to danger. Where a pupil remains in sight, maintain safe observation and use their individual support plan where practicable.

Call 999 immediately where circumstances suggest immediate danger, such as traffic, water, serious medical risk or exploitation. For a missing-person report without an immediate emergency, contact police on 101 promptly. There is no requirement to wait 24 hours. Do not allow a search to delay a necessary police report. Explain the pupil's SEND, communication, medical and other vulnerabilities when describing the risk.

Provide police with the pupil's name, age, description, clothing, recent photograph where available, last known location/time, likely destinations and relevant risk information. Inform parents/carers promptly unless police/social care advise otherwise for safeguarding reasons. Notify the allocated social worker where relevant and keep a timed record of actions and updates.

When the pupil is located, confirm their safety, obtain medical attention if needed and notify police, parents/carers and others involved. The DSL arranges a supportive discussion, considers what led to the incident and any harm experienced, updates the risk/support plan and follows the local missing-child arrangements, including any required independent return interview.

Review and reference sources

The Headteacher and DSL will review these local procedures at least annually and after significant incidents, staffing changes or new guidance. Check contact details each term and when notified of changes. Sources below were checked on 17 September 2026; the Blackburn with Darwen page could not be accessed. The full A1 policy remains the framework for wider safeguarding duties.

[1] Keeping children safe in education 2026: www.gov.uk/government/publications/keeping-children-safe-in-education--2

[2] Lancashire professional referrals: www.lancashire.gov.uk/professionals/supporting-children-and-families/safeguarding-children/requesting-support-from-childrens-services/

[3] Blackburn with Darwen child protection: www.blackburn.gov.uk/children-families-and-young-people/child-protection

[4] FGM reporting guidance: www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information

[5] Prevent referrals: www.gov.uk/guidance/making-a-referral-to-prevent

[6] NSPCC helpline: www.nspcc.org.uk/advice-for-families/

[7] Missing persons: www.gov.uk/report-missing-person

Aurora