



Child Protection and Safeguarding Local Procedures

Aurora Summerfields School

Please refer to Main Policy A1 Child Protection and Safeguarding Policy

Important contacts:

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Service Lead and DDSL	Kirsty Jockel	01625 786290
Designated Safeguarding Lead (DSL)	Tracy Whitehurst	01625 786290
Safeguarding Support	Safa Saeed Glenn Davis Amanda McPike	01625 786290 As above As above
Out of office hours contact:	Emergency Duty Team (Out of Hours) ChECS option 3 unit coordinator	0300123 5022 Phone CHECS 0300123 5012 (OPTION 3, OPTION 2)
Cheshire East emergency protocol. If the phone lines are out of order and there is no automated message that guides you through to the service you wish to reach, contact the phone numbers listed on the right.	If you have a safeguarding concern and need to speak to a Social Worker immediately.	07784 492174 07814 369297 07966 305353
Local Authority Designated Officer (LADO) Cheshire East	First Response LADO Team - 01270 685904 Out of hours 030 0123 5022	01606 288931 Accessed via the Cheshire East LSCB website: www.cheshireeastlscb.org.uk LADO@cheshireeast.gov.uk
Operations Director (acting as chair of governors)	Pam Eyre	Pam.Eyre@theauroragroup.co.uk 07503 663331
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

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ROLE/ORGANISATION	NAME	CONTACT DETAILS
How to report child abuse to the Local Council		https://www.gov.uk/report-child-abuse-to-local-council Ring 999 if a child is in immediate danger or harm. <u>Stoke-on-Trent</u> 01782 235100 <u>Staffordshire</u> 0300 111 8007 <u>Cheshire East</u> 0300 123 5012 (option 3) <u>Cheshire West and Chester</u> 0300 123 7047 <u>Trafford</u> 0161 912 5125 - 8:30am – 4:30pm 0161 912 2020 - out of hours duty team <u>Manchester</u> 0161 234 5001 <u>Stockport MASSH</u> 0161 217 6028 (option 1) 0161 718 2118 – out of hours duty team
Additional	Email Link to website for Cheshire East Safeguarding	www.cheshireeast.gov.uk/livewell/care-and-support-for-children/are-you-concerned-about-a-child/cheshire-east-consultation-service-cheecs/cheecs.aspx

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

We as service for pupils with a range of needs and as such 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.

We have dedicated support staff who see pupils regularly and are able to identify changes in behaviour that are not related to a diagnosis. Because of this trusted relationship, students have a trust point of contact to disclose concerns.

We link with the local authority through

- The Cheshire East Consultation Service (ChECS) is the 'front door' for access to services, support and advice for children and their families, from early help and support through to safeguarding and child protection.

Our designated safeguarding lead is Principal Tracy Whitehurst with Deputies being Safa Saeed Pastoral Lead, Glenn Davis and Head of Service Kirsty Jockel. These named people are available during school hours of 8:30am-4:30pm daily. However, in case of an out of hours emergency parents should contact the emergency duty team below.

Emergency Duty Team on **0300 123 5022**

The safeguarding system My Concern is used across the service as a secure online way of logging child protection concerns. This enables DSL/DDSL to have a very clear overview of issues and are able to see trends and emerging problems that can inform support or further teaching within the school.

The school promotes an ethos of safeguarding across all age groups. It is taught regularly during PSHE/RSE and computing curriculums. Parents are also made aware via termly letters/posters as well as ad hoc messages when things arise that parents need to be made aware of. Students are supported and encouraged to speak to staff should they have any concerns or worries.

School Missing Protocol

In the event of any child leaving the school without authorisation all school staff are to follow the procedure below, on page 4:

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Aurora Summerfields School

School Missing Protocol

Child Protection and Safeguarding Policy

Purpose

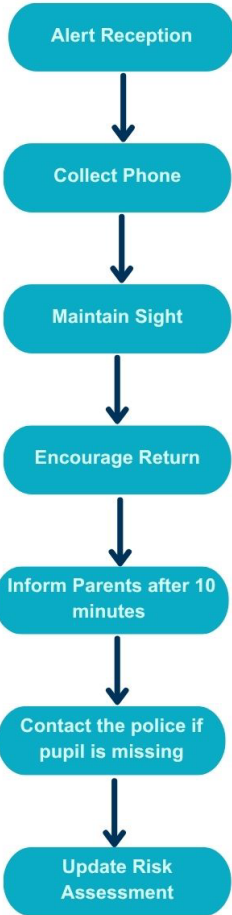
To ensure a swift, coordinated, and safe response when a pupil leaves the school site without authorisation, with the aim of safeguarding the pupil, reducing risk, maintaining communication, and ensuring a safe return.

Procedure

1. Raise the Alert
 - Inform Reception immediately
 - Reception notifies the Head of School or SLT.
2. Prepare to Respond
 - Collect the school mobile phone.
 - Ensure Reception or SLT know you have left the building.
3. Search coordinated by SLT
 - Head of School/SLT coordinates the response.
 - Additional staff deployed if required.
4. Maintain Visual Contact
 - Keep the young person in sight where possible.
 - If sight is lost, check the immediate area.
5. If Located Nearby
 - Inform school of your location.
 - Engage calmly and encourage a return to school.
6. If Refusing to Return
 - Continue attempts to de-escalate and resolve.
 - After approximately 10 minutes, contact school for support and update SLT.
7. Inform Parents/Carers
 - Parents/carers are notified and asked to come to school if required.
8. If Sight is Lost
 - Return to school immediately.
 - Report the young person as missing.
 - Head of School/SLT contacts Police and provides information using the grab sheet.

Important Considerations

- Staff off-site should be supported by one additional staff member where available.
- Use a dynamic risk assessment throughout.
- Do not leave a young person if they are at immediate risk of harm.
- Be mindful that following may encourage some young people to move further away; maintain safe visual observation where possible.
- Record direction of travel to assist Police if needed.
- Update the young person's Risk Assessment following the incident.
- Individual risk assessments and written parental consent may determine that, for some pupils, it is safer not to follow them. Any exceptions must be clearly documented and implemented in the pupil's best interests.



Once the YP has returned the head of school will decide if parents or carers are contacted and the young person remains on site.

A copy of the above protocol is located in the office areas.

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

Continue to support the child on site until contact is made.

Ring all emergency contacts. Once contact is made a member of SLT will remain on site until the child is collected and ascertain what the issue has been in order to prevent a recurrence.

In the case of vehicle issues a member of Staff may use a school car to return a child to their home (In accordance with the young person R.A. and travel needs, this may require more than one staff). A member of SLT will remain in contact with the staff to give guidance and support as needed and to ensure staff arrive safely back on site.

Where no contact has been made over a two-hour period the local social services team will be notified for advice.

Where there are noted school wide issues or concerns the DDSL may also send/email out guidance and supportive information to improve the welfare of young people, for example, information to ensure parents/carers are informed on specific internet safety precautions.