Safeguarding Local Procedures

Aurora Meldreth Manor School, Meldreth Manor Children's Home, Orchard Manor

Please refer to Main Policy Adult Safeguarding Policy A2

Important contacts:

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Service Lead	Denise Grayston Principal MMOM /Service Lead MMCH	01763 268010 ext. 889 07464 496832 Denise.grayston@theauroragroup.co.uk
	Cathy Rundell Orchard Manor	01763 268010 ext. 894 074435 973378 Cathy.Rundell@theauroragroup.co.uk
Designated Safeguarding Lead (DSL)	Clare Tilley • MMCH • OM • MMS	01763 268010 ext. 952 07927 536356 clare.tilley@theauroragroup.co.uk safeguarding-meldrethschool@theauroragroup.co.uk safeguarding-meldrethhome@theauroragroup.co.uk safeguarding-orchard@theauroragroup.co.uk

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ROLE/ORGANISATION	NAME	CONTACT DETAILS
Deputy DSLS	**Meldreth Manor Children's Home (MMCH)** Gemma Cootes Faiza Derraz Emma Fergus Kim Neleson Henderick **Orchard Manor: (OM)** Diane Eastwood Judith Wood Frazer Allen Kasia Kotulska – Schroeder	 Gemma.Cootes@theauroragroup.co.uk 07741 637473 Faiza.Derraz@theauroragroup.co.uk 07741 642069 Emma.Fergus@theauroragroup.co.uk 07442 495607 Kim.Nelson-Hedderick@theauroragroup.co.uk 07584 206811 Diane.Eastwood@theauroragroup.co.uk 07927 534519 Judith.Wood@theauroragroup.co.uk 07711 441681 Frazer.Allen@theauroragroup.co.uk 07436 806582 Kasia.Kotulska@theauroragroup.co.uk 077927 533763
Out of office hours contact:		Meldreth Manor Duty Manager: 07889 134322 Orchard Manor Duty Manager: 07808 545440
Local Authority Safeguarding Board	Cambridge CC Adult Safeguarding Team	0345 045 5202 9am to 5pm Out of hours 01733 234724 In an emergency call 999
Operations Director (acting as chair of governors)	Phil Jonas (MMCH/OM) Tony Wrey (MMS)	Phil.jonas@theauroragroup.co.uk 07770 072870 Tony.Wray@theauroragroup.co.uk 07471 527872
Aurora Safeguarding Lead	Kim Welsh	Kim.Welsh@theauroragroup.co.uk 07392 872 786

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ROLE/ORGANISATION	NAME	CONTACT DETAILS
Aurora Quality Assurance Director	Lesley Dalgleish	Lesley.Dalgleish@theauroragroup.co.uk 07884 748 859
Channel helpline		020 7340 7264
Local Authority Safeguarding Contact/s		referral.centre-adults@cambridgeshire.gov.uk 0345 045 5202 Online Referral: Submit an urgent report via the Cambridgeshire Adult Safeguarding Form.

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 Services (Police Ambulance) 999 Immediately if there is a threat to life, a crime is in progress, or physical safety is compromised
- Non Emergency Police: Dial 101 if you need to report an incident or speak to local officers about a risk that is not an immediate life-threatening

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

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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:

SERVICE NAME Safeguarding Approach

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