

LOCAL ARRANGEMENTS FOR SAFEGUARDING CHILDREN
Safeguarding Children is everybody's responsibility

SERVICE DETAILS	
Name of the Service:	Hurworth House
Name of Service Manager:	Claire Blackett
Safeguarding/Protection Lead: (<i>Designated Safeguarding Lead in education settings</i>)	Name: Claire Blackett Phone: 01325 729080 Email: claireblackett@aspriscs.co.uk
Regional Safeguarding Lead	Name: Kath Bridon Email: Kath.Bridon@aspris.com
Aspris Executive Safeguarding Lead: (Also CSE lead for the Group)	Jane Stone Director of Risk and Governance JaneStone@aspris.com
PREVENT lead for Aspris:	Katie Dorrian, Safeguarding Lead 07518295368 KatieDorrian@aspris.com
Local Authority PREVENT Lead:	Steven Smith Billy Crampsie – contact via 101 0191 375 2555 / 07889702208 Eprevent@durham.pnn.police.uk Youth referrals to go to Darlington C.A.P - childrensaccesspoint@darlington.gov.uk Adult referrals to HQSpecialbranch@durham.pnn.police.uk <u>Due Diligence and Counter Extremism Group helpline – 020 73407624</u> <u>Durham Constabulary Prevent Team 0191 375 2234</u>
SAFEGUARDING PARTNERS DETAILS	
Local authority that the service is located in:	Darlington
Local Safeguarding Children Partnership: (or regional equivalent)	Darlington Safeguarding Partnership, Town Hall, Darlington, DL1 5QT 01325 406452
Contact details for the LADO:	Name: Liz Best Phone: 07717 301557 Email: designatedofficer@darlington.gov.uk
Designated contact at Local Authority Safeguarding Children Team:	Name: Angela Turnbull Phone: 01325 405848 / 07931 396050 Email: Angela.turnbull@darlington.gov.uk
Designated contact at Police:	Name: 101 or 999 to be called as needed and authorised by Phone: Head Teacher or senior leader Email:
Out of Hours contact at our Local Authority:	Name: Emergency Duty Team Phone: 08702 402994 / 01642 524552 Email: childrensaccesspoint@darlington.gov.uk
Contact for Local Authority training:	Name: Becky Llamas Phone: 01325 406252 Email: DSP@darlington.gov.uk
Designated contact at Clinical Commissioning Group:	Name: Ruth Kimmins Phone: 07881 258557 Email: ruth.kimmins@nhs.net
INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES	
Where is the policy AOP06 Safeguarding Children in Education, AOP06B Safeguarding Children in	Aspris Intranet/ Policies and Forms/ Aspris/ Operational/ Operational Policies/ AOP06 or AOP06A or AOP06B

<p>Education – Wales and AOP06A Safeguarding Children in Residential Care located:</p>	<p>Aspris Intranet/ Policies and Forms/ Aspris/ Operational/ Operational Policies/ AOP06 or AOP06A or AOP06B</p> <p>Saved in depts – Policies – Live 2023-24 – Safeguarding</p> <p>Displayed in staff areas</p>
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<p>Where is the Local Area Safeguarding Information located? (Procedures, Handbook etc.)</p>	<p>Available in network drives and displayed in staff areas</p>
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ACTION TO TAKE IF AN ALLEGATION OF ABUSE IS MADE TO YOU:

You should ensure the immediate safety of all individuals.

You should notify:
(List the people that colleagues should notify, and who to notify if the Safeguarding Lead, or Service Manager are not available)
 Claire Blackett – Head Teacher
 Richard Juillerat – Assistant Headteacher
 Samantha Golden – Safeguarding deputy DSL
 Lucy Harrison – Deputy Head Teacher

For full information and guidance in relation to safeguarding of children in Hurworth House School please refer to the schools comprehensive Safeguarding Children Policy. The information noted in this local procedure is an aide memoire with reference specifically to our local authorities procedures.

Hurworth House School works specifically with children and young people with SEND. In line with Keeping Children Safe in Education 2023, it is recognised that children with special educational needs and disabilities face additional safeguarding challenges.

- These can include:
- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
 - being more prone to peer group isolation than other children;
 - the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
 - communication barriers and difficulties in overcoming these barriers.

Staff should be aware evidence shows girls, children with SEND and LGBT children are at greater risk of sexual violence and harassment in schools and be aware of the indicators and act immediately. Staff are trained to understand the unique issues of this group as part of induction and safeguarding training.

SEND children can also face additional risks in relation to online activities, for example, from online bullying, grooming and radicalisation.

KCSIE 2023 update has been cascaded to staff – key updates include filtering and monitoring processes, clarification around absent from education being a safeguarding concern, responding to allegations made towards individuals or organisations using school premises and additional information on online pre recruitment checks for shortlisted candidates.

- Should a child or young person make an allegation of abuse to you which does not relate to staff you should:
- (a) Listen carefully to what the person has to say, but do not ask leading questions about the alleged abuse
 - (b) Ensure that everyone is safe and that the emergency services have been called if needed
 - (c) Advise the person of the procedures which will follow
 - (d) If you want to take notes, tell the person first, and keep your original notes (even if they are subsequently 'written up' in the person's notes) to give to the DSL for safekeeping as they will be required if a case goes to court
 - (e) Record the following information as soon as possible afterwards in black ink (if handwritten), signed and dated by the person alleging the abuse where possible:
 - i. All details of the alleged abuse, including location

All allegations need to be referred to the Designated Officer (DO) (formerly known as Local Authority Designated Officer - LADO) within 24 hours where it is alleged that a person working with children has:

- behaved in a way that has harmed or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a children in a way that indicated s/he is unsuitable to work with children.

It is essential that any allegation of abuse made against a person who works with children, including those who work in a voluntary capacity, are dealt with fairly, quickly and consistently, in a way which provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

All referrals should reported and discussed with the DO within 24 hours and followed up on the Managing Allegations referral form. The form MUST be completed and sent to the DO as soon as possible following the incident occurring and should be forwarded to the secure e-mail address DSP@darlington.gov.uk. If you are not sure whether a particular matter warrants a referral, make contact with the DO on the telephone numbers below within 24 hours and they will be able to advise you on the correct action to take.

The procedures have been developed as a response to Working Together to Safeguard Children 2018 which set out the statutory guidance and the responsibility placed on all employers and other organisations who provide services to children to take steps when allegations of abuse or other inappropriate behaviour towards a child are made against someone in that organisation.

The aim of the procedures are to:

Ensure that allegations are dealt with quickly and in a fair manner

Prevent unsuitable people from working with children and young people

- Promote safe practice and challenge poor/ unsafe practice
- Contribute to effective partnership working
- Improve practice through sharing experience and lessons learned

You should complete an electronic Incident Report (Electronic Reporting System)

(If you have any other paperwork appropriate to your service regarding incident reporting, actions or any other information, list them here)

All safeguarding concerns are to be entered on Engage MIS system by the staff member who took the initial disclosure.

All electronic communications are to be stored in secure restricted area of network.

All handwritten notes are kept and stored securely

You should follow the Procedures for referral that have been agreed with the local Safeguarding Children Team which can be found here:

(insert the procedure or flowchart here, include any different processes for CSE if applicable)

[Darlington Safeguarding Board - Multi-Agency Safeguarding Child Protection Procedures \(darlington-safeguarding-partnership.co.uk\)](http://darlington-safeguarding-partnership.co.uk)

Follow the criteria and paperwork for referral as approved by your local Safeguarding Children Team. This can be accessed:

(insert instructions for referral here, if no locally approved forms, use AOP: Form 17)

[Darlington Safeguarding Board - Multi-Agency Safeguarding Child Protection Procedures \(darlington-safeguarding-partnership.co.uk\)](http://darlington-safeguarding-partnership.co.uk)

If you are unable to contact the (D)SL for your service, you should contact your Regional Lead, or: The Executive Lead