

LOCAL ARRANGEMENTS FOR SAFEGUARDING CHILDREN

Safeguarding Children is everybody's responsibility

SERVICE DETAILS	
Name of the Service:	Kingsbrook School
Name of Service Manager:	Ursula Castillo
Safeguarding/Protection Lead: (<i>Designated Safeguarding Lead in education settings</i>)	Name: Lynne Westley Phone: 01953 852 303 Email: lynnewestley@asproscs.co.uk
Regional Safeguarding Lead	Name: Phil Ringsell Email: Philringsel@asproscs.co.uk
Aspris Executive Safeguarding Lead: (Also CSE lead for the Group)	Katie Dorrian, Director of Governance and Quality KatieDorrian@aspris.com
PREVENT lead for Aspris:	Katie Dorrian, Director of Governance and Quality 07518295368 KatieDorrian@aspris.com
Local Authority PREVENT Lead:	Chris Boden
SAFEGUARDING PARTNERS DETAILS	
Local authority that the service is located in:	Norfolk County Council
Local Safeguarding Children Partnership: (or regional equivalent)	Norfolk Safeguarding Children Partnership
Contact details for the LADO:	Name: EQAIS Phone: 01603307797 Email:
Designated contact at Local Authority Safeguarding Children Team:	Name: Lucy Canning Phone: 01603 307 792 Email: Lucy.canning@norfolk.gov.uk
Designated contact at Police:	Name: Norfolk EDT Phone: 0344 800 8020 Email:
Out of Hours contact at our Local Authority:	Name: CADS Phone: 0344 800 8021 Email:
Contact for Local Authority training:	Name: Victoria Hancox Phone: 01603 223 188 Email:
Designated contact at Clinical Commissioning Group:	Name: N/A Phone: N/A Email: N/A
INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES	
Where is the policy AOP06 Safeguarding Children in Education, AOP06B Safeguarding Children in Education – Wales, AOP06.1 Child Protection Scotland and AOP06A Safeguarding Children in Residential Care located:	Aspris Intranet/ Policies and Forms/ Aspris/ Operational/ Operational Policies/ AOP06 or AOP06A or AOP06.1 or AOP06B
Where is the Local Area Safeguarding Information located? (Procedures, Handbook etc.)	Safeguarding noticeboard in staff room
ACTION TO TAKE IF AN ALLEGATION OF ABUSE IS MADE TO YOU:	
<p>You should ensure the immediate safety of all individuals.</p> <p>You should notify: <i>(List the people that colleagues should notify, and who to notify if the Safeguarding Lead, or Service Manager are not available)</i> Lynne Westley, Ursula Castillo, Sonia Sansome</p> <p>You should complete an electronic Incident Report (Electronic Reporting System) <i>(If you have any other paperwork appropriate to your service regarding incident reporting, actions or any other information, list them here)</i> A safeguarding form should be completed and passed to Lynne Westley, Ursula Castillo or Sonia Sansome at the earliest opportunity.</p> <p>You should follow the Procedures for referral that have been agreed with the local Safeguarding Children Team which can be found here: <i>(insert the procedure or flowchart here, include any different processes for CSE if applicable)</i> Safeguarding noticeboard in staff room</p> <p>Follow the criteria and paperwork for referral as approved by your local Safeguarding Children Team. This can be accessed: <i>(insert instructions for referral here, if no locally approved forms, use AOP: Form 17)</i> <i>Safeguarding notice board or by request from Lynne Westley, Ursula Castillo, or Sonia Sansome</i></p> <p>If you are unable to contact the (D)SL for your service, you should contact your Regional Lead, or: The Executive Lead</p>	