

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@aspris.co.uk
Regional Safeguarding Lead	Name:	Phil Ringsell
	Email:	philtringsell@aspris.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:	NCC Education Strategy Service
	Phone:	01603 307797
	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.)	Digital copies are held on the shared drive. Hard copies are held in the local procedure file or safeguarding noticeboard.	
ACTION TO TAKE IF AN ALLEGATION OF ABUSE IS MADE TO YOU:		

You should ensure the immediate safety of all individuals.

You should notify: Immediate, verbal notification to be made to Lynne Westley. If unavailable, immediate verbal notification should be made to Ursula Castillo or Sean Mauremootoo.

You should complete an entry on CPOMS, assigning the entry to the DSL/DDSL who received the initial verbal notification.

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

Follow the criteria and paperwork for referral as approved by your local Safeguarding Children Team. This can be accessed: by request from Lynne Westley, Ursula Castillo or Sean Mauremootoo

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