

## LOCAL ARRANGEMENTS FOR SAFEGUARDING ADULTS AT RISK

**Safeguarding Adults is everybody's business**

SERVICE DETAILS	
Name of the service:	Newbury Manor School
Name of Service/ Service Manager:	Paul Gorham Head Teacher
Safeguarding/Protection Lead: <i>(Deputies to be listed in last section)</i>	Name: Kimberley Clarke Phone: 07354 903759 Email: <a href="mailto:kimberleyclarke@aspris.co.uk">kimberleyclarke@aspris.co.uk</a>
Regional Safeguarding Lead:	Name: Rebecca McArthur Email: <a href="mailto:rebeccamcarthur@aspris.com">rebeccamcarthur@aspris.com</a>
Aspris Executive Safeguarding Lead: (Also CSE lead for the Group)	Katie Dorrian Director of Quality and Governance 07518 295368 <a href="mailto:KatieDorrian@aspris.com">KatieDorrian@aspris.com</a>
PREVENT lead for the Group:	Jenny Mason, Safeguarding Lead <a href="mailto:jennymasson@aspris.com">jennymasson@aspris.com</a>
Local Authority PREVENT Lead:	To report a concern: Police Prevent Team Phone 01278 647466 – Monday to Friday, 8am to 4pm. For out of hours advice, phone 101 Email <a href="mailto:channelsw@avonandsomerset.pnn.police.uk">channelsw@avonandsomerset.pnn.police.uk</a> For advice, support and training enquiries: Local Authority Prevent Lead, Lucy Macready Email <a href="mailto:prevent@somerset.gov.uk">prevent@somerset.gov.uk</a> Note your email: For Lucy Macready, Prevent Lead For safeguarding support and advice: Customer Contact Phone 0300 123 2224 – Monday to Friday, 8.30am to 5.30pm All other Prevent questions Email <a href="mailto:Prevent@somerset.gov.uk">Prevent@somerset.gov.uk</a>
LOCAL AUTHORITY DETAILS	
Name of host local authority:	Somerset
Local Adult Safeguarding Board	Somerset Safeguarding Adults Board (SSAB)
Our contact at our Local Authority:	Name: Adult Social Care Phone: 0300 123 2224 Email: <a href="mailto:adults@somerset.gov.uk">adults@somerset.gov.uk</a>
Out of Hours contact at our Local Authority:	Name: Adult Social Care Phone: 0300 123 2224 Email: <a href="mailto:adults@somerset.gov.uk">adults@somerset.gov.uk</a>
Contact for training at our Local Authority	Name: N/A Phone: Email:
INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES	
Where is the policy <b>AOP08 Safeguarding Adults and AOP08A Safeguarding Adults - Wales</b> located:	Aspris Hub/ Policies and Forms/ Operational/ Operational Policies/ AOP08 or AOP08A
Where is the <b>Local Area Safeguarding Information</b> (Procedures, Handbook etc.) located:	<a href="#">Safeguarding Local Procedure - Sept 24</a>
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:</p> <p><b>Kimberley Clarke (DSL), Kevin McKain (DDSL), Nina Clayton (DDSL), Nicola Likorish (DDSL), Ruth Glasspool (DDSL).</b></p> <p>You should complete an Electronic Incident Report (Electronic Reporting System)</p> <p><b>All incidents must be recorded on MIS Engage.</b></p> <p>You should follow the Procedures for referral that have been agreed with the Local Safeguarding Adults Team which can be found here:</p>	

**Children's Services  
Operational**

1. An allegation has been made against a colleague this should be reported to DSL, Kimberley Clarke and Kevin McKain. The only exception to this is if the allegation is against the DSL or site lead in which case the allegation should be reported to Rebecca McArthur.
2. If a young person has made an allegation against a colleague, you should follow step 1. You can also complete an electronic incident report on MIS Engage, clicking the allegations category. Brief information to be added in this report only. The DSL will then create a confidential safeguarding log whereby further information will be recorded.
3. If you are unable to contact Kimberley Clarke, DSL, you should contact Kevin McKain, or another DDSL. You can also use the Whistleblowing procedure (see notice boards).
4. For advice, you can contact the Multi-Agency Safeguarding Hub on 0300 123 2224 or email [adults@somerset.gov.uk](mailto:adults@somerset.gov.uk)

Follow the criteria and paperwork for referral as approved by your Local Safeguarding Adults Team. This can be accessed.

***Refer to individual local authority websites.***

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

Regional Director Somerset and Devon – Rebecca McArthur - 07825363815