

LOCAL ARRANGEMENTS FOR SAFEGUARDING ADULTS AT RISK
Safeguarding Adults is everybody's business

SERVICE DETAILS	
Name of the service:	Sheridan School
Name of Service/ Service Manager:	Headteacher – Victoria Rowlands
Safeguarding/Protection Lead: <i>(Deputies to be listed in last section)</i>	Name: Christine Carter Phone: 01366 726040 Email: christinecarter@aspriscs.co.uk
Regional Safeguarding Lead:	Name: Phil Ringsell Email: philringsell@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 the Group:	Katie Dorrian, Safeguarding Lead 07518295368 KatieDorrian@aspris.com
Local Authority PREVENT Lead:	Russell Cole – NCC Prevent COO – russell.cole@norfolk.gov.uk Chief Inspector Keren Pope Norfolk, Suffolk, Essex and Cambridgeshire PC Christopher Boden, Norfolk 01953 423905 or 01953 423896
LOCAL AUTHORITY DETAILS	
Name of host local authority:	Norfolk
Local Adult Safeguarding Board	Norfolk Safeguarding Adults Board (NSAB) Adult Social Services County Hall Martineau Lane Norwich NR1 2DH 0344 800 8020 nsabchair@norfolk.gov.uk
Our contact at our Local Authority:	Name: Phone: see above Email:
Out of Hours contact at our Local Authority:	Name: Phone: see above Email:
Contact for training at our Local Authority	Name: Phone: see above Email:
INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES	
Where is the policy AOP08 Safeguarding Adults and AOP08A Safeguarding Adults - Wales located:	Aspris Hub/ Policies and Forms/ Operational/ Operational Policies/ AOP08 or AOP08A
Where is the Local Area Safeguarding Information (Procedures, Handbook etc.) located:	In the policy cabinet just outside the conference room
ACTION TO TAKE IF AN ALLEGATION OF ABUSE IS MADE TO YOU:	
<p>You should ensure the immediate safety of all individuals. You should notify: Christine Carter James Snelling Victoria Rowlands Vicki Fusco Rachael Weedon Lily Money</p> <p>You should complete an electronic Incident Report (Electronic Reporting System)</p> <p><i>(If you have any other paperwork appropriate to your service regarding incident reporting, actions or any other information, list them here)</i></p>	

**Children's Services
Operational**

You should follow the Procedures for referral that have been agreed with the Local Safeguarding Adults Team which can be found here: *(or insert the procedure or flowchart here)*

Follow the criteria and paperwork for referral as approved by your Local Safeguarding Adults Team. This can be accessed. *(insert instructions for referral here, if no locally approved forms, use AOP Form: 17)*

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