

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

SITE DETAILS	
Name of the Service:	Radio City School
Name of Service Manager:	Louise Coleman
Safeguarding/Protection Officer: (<i>Designated Safeguarding Lead in education settings</i>)	Name: Louise Coleman Phone: 07775425401 Email: LouiseColeman@AsprisCS.co.uk
Regional Safeguarding Lead	Name: John Anderson Email: JohnAnderson@aspris.com
Aspris Executive Safeguarding Lead: (Also CSE lead for the Group)	Katie Dorrian, Safeguarding Lead 07518295368 KatieDorrian@aspris.com
PREVENT lead for Aspris:	Katie Dorrian, Safeguarding Lead 07518295368 KatieDorrian@aspris.com
Local Authority PREVENT Lead:	
SAFEGUARDING PARTNERS DETAILS	
Local authority that the site is located in:	North Ayrshire
Local Safeguarding Children Partnership: (or regional equivalent)	
Contact details for the LADO:	Name: Kirsty Calderwood Phone: 01294310611 Email: cpc@north-ayrshire.gov.uk
Designated contact at Local Authority Safeguarding Children Team:	Name: P Team Phone: 01294310300 Email: cpc@north-ayrshire.gov.uk
Designated contact at Police:	Name: Phone: Email:
Out of Hours contact at our Local Authority:	Name: North Ayrshire Council Phone: 08003287758 Email:
Contact for Local Authority training:	Name: Alison Linton Phone: 01294310624 Email:
Designated contact at Clinical Commissioning Group:	Name: Phone: Email:
INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES	
Where is the policy AOP06 Safeguarding Children in Education and AOP06A Safeguarding Children in Residential Care located:	Aspris Intranet/ Policies and Forms/ Aspris/ Operational/ Operational Policies/ AOP06 Aspris Intranet/ Policies and Forms/ Aspris/ Operational/ Operational Policies/ AOP06A
Where is the Local Area Safeguarding Information located? (Procedures, Handbook etc.)	North Ayrshire Website
ACTION TO TAKE IF AN ALLEGATION OF ABUSE IS MADE TO YOU:	

**Children's Services
Operational**

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 Site/Service Manager are not available)

Louise Coleman – Head Teacher

You should complete an electronic Incident Report (MIS Engage)

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

Use correct Safeguarding referral form and protocol

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)

Displayed in School Office; Staff Room; Admin Office; Safeguarding Folder in School Office

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)

Safeguarding File in School Office

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