

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

<b>SERVICE DETAILS</b>	
Name of the Service:	Unsted Park School
Name of Service Manager:	Shane Kenny
Safeguarding/Protection Lead: ( <i>Designated Safeguarding Lead in education settings</i> )	Name: Jamie Dowsett Phone: 07955 248993 Email: <a href="mailto:Jamiedowsett@aspriscs.co.uk">Jamiedowsett@aspriscs.co.uk</a>
Regional Safeguarding Lead	Name: Tony Armstrong Email: <a href="mailto:anthonyarmstrong@aspris.co.uk">anthonyarmstrong@aspris.co.uk</a>
Aspris Executive Safeguarding Lead: (Also CSE lead for the Group)	<a href="mailto:JaneStone@aspris.com">Jane Stone</a> Director of Risk and Governance <a href="mailto:JaneStone@aspris.com">JaneStone@aspris.com</a>
PREVENT lead for Aspris:	<a href="mailto:KatieDorrian@aspris.com">Katie Dorrian</a> , Safeguarding Lead 07518295368 <a href="mailto:KatieDorrian@aspris.com">KatieDorrian@aspris.com</a>
Local Authority PREVENT Lead:	Surrey Police – call 101
<b>SAFEGUARDING PARTNERS DETAILS</b>	
Local authority that the service is located in:	Surrey County Council
Local Safeguarding Children Partnership: (or regional equivalent)	Surrey County Council CSPA 03004709100 <a href="mailto:cspa@surreycc.gov.uk">cspa@surreycc.gov.uk</a>
Contact details for the LADO:	Name: Local Authority Designated Officer Phone: 0300 123 1650 Email: <a href="mailto:lado@surreycc.gov.uk">lado@surreycc.gov.uk</a>
Designated contact at Local Authority Safeguarding Children Team:	Name: Surrey County Council CSPA Phone: 03004709100 Email: <a href="mailto:cspa@surreycc.gov.uk">cspa@surreycc.gov.uk</a>
Designated contact at Police:	Name: Various Shift Workers Phone: Call 101 or 999 Email:
Out of Hours contact at our Local Authority:	Name: Emergency Duty Team Phone: 01483 517898 Email: <a href="mailto:edt.ssd@surreycc.gov.uk">edt.ssd@surreycc.gov.uk</a>
Contact for Local Authority training:	Name: SSCP Team Phone: Email: <a href="mailto:partnership.team@surreycc.gov.uk">partnership.team@surreycc.gov.uk</a>
Designated contact at Clinical Commissioning Group:	Name: Phone: Email:
<b>INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES</b>	
Where is the policy <b>AOP06 Safeguarding Children in Education, AOP06B Safeguarding Children in Education – Wales and AOP06A Safeguarding Children in Residential Care</b> located:	Aspris Intranet/ Policies and Forms/ Aspris/ Operational/ Operational Policies/ AOP06 or AOP06A or AOP06B
Where is the <b>Local Area Safeguarding Information</b> located? (Procedures, Handbook etc.)	<b>Head Teachers Office</b>
<b>ACTION TO TAKE IF AN ALLEGATION OF ABUSE IS MADE TO YOU:</b>	
<p>You should ensure the immediate safety of all individuals. 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> <i>Jamie Dowsett, Shane Kenny, Joan Tobin, Alison Hayes, Vicki Horton, Jaimie Aspinall, Julie Skeats, Amanda Brandon, Toni Reina, Iain Chadwick</i> 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></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> <i>"OneDrive - Aspris Children's Services\Shared\0-Health and Safety\Health and safety inc RA\Policies and Procedures\4. Education Policies 24\Safeguarding Local Procedure 24.25.pdf"</i> 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></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>	