

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

SERVICE DETAILS	
Name of the service:	Unsted Park School
Name of Service/ Service Manager:	Shane Kenny
Safeguarding/Protection Lead: <i>(Deputies to be listed in last section)</i>	Name: Jamie Dowsett Phone: 07955 248993 Email: jamiedowsett@aspriscs.co.uk
Regional Safeguarding Lead:	Name: Tony Armstrong Email: anthonyarmstrong@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:	Surrey Police – Call 101
LOCAL AUTHORITY DETAILS	
Name of host local authority:	Surrey County Council
Local Adult Safeguarding Board	Surrey MASH for Adults ascmash@surreycc.gov.uk
Our contact at our Local Authority:	Name: Surrey Mash For Adults Phone: 0300 470 9100 Email: ascmash@surreycc.gov.uk
Out of Hours contact at our Local Authority:	Name: Phone: 01483 517898 Email: edt.ssd@surreycc.gov.uk
Contact for training at our Local Authority	Name: SSCP Team Phone: Email: partnership.team@surreycc.gov.uk
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:	Head Teachers Office
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: <i>(List the people that colleagues should notify including the Deputy Safeguarding Leads for the service, and who to notify if the Safeguarding leads and service leader 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></p> <p>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 Adults Team which can be found here: <i>(or insert the procedure or flowchart here)</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></p> <p>Follow the criteria and paperwork for referral as approved by your Local Safeguarding Adults 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>	