

LOCAL ARRANGEMENTS FOR SAFEGUARDING CHILDREN

Safeguarding Children is everybody's responsibility

SERVICE DETAILS		
Name of the Service:	Kingsbrook School	
Name of Service Manager:	Ursula Castillo	
Safeguarding/Protection Lead: (<i>Designated Safeguarding Lead in education settings</i>)	Name:	Ursula Castillo
	Phone:	01953 852 303
	Email:	ursulacastillo@aspriscs.co.uk
Regional Safeguarding Lead	Name:	Phil Ringsell
	Email:	philringsell@aspriscs.co.uk
Aspris Executive Safeguarding Lead: (Also CSE lead for the Group)	Katie Dorrian Acting Director of Risk and Governance katiedorrian@aspris.com	
PREVENT lead for Aspris:	Jenny Mason Acting Head of Safeguarding Jenny Mason@aspris.com	
Local Authority PREVENT Lead:	Chris Boden: 01953. 423 903	
SAFEGUARDING PARTNERS DETAILS		
Local authority that the service is located in:	Norfolk County Council	
Local Safeguarding Children Partnership: (or regional equivalent)	Norfolk Safeguarding Children Partnership	
Contact details for the LADO:	Name:	EQAIS
	Phone:	01603 307 797
	Email:	
Designated contact at Local Authority Safeguarding Children Team:	Name:	Lucy Canning
	Phone:	01603 307 792
	Email:	Lucy.canning@norfolk.gov.uk
Designated contact at Police:	Name:	Norfolk EDT
	Phone:	0344 800 8020
	Email:	
Out of Hours contact at our Local Authority:	Name:	CADS
	Phone:	0344 800 8021
	Email:	
Contact for Local Authority training:	Name:	Victoria Hancox
	Phone:	01603223 188
	Email:	
Designated contact at Clinical Commissioning Group:	Name:	N/A
	Phone:	N/A
	Email:	N/A
INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES		
Where is the policy AOP06 Safeguarding Children in Education, AOP06B Safeguarding Children in Education – Wales and AOP06A Safeguarding Children in Residential Care located:	Aspris Intranet/ Policies and Forms/ Aspris/ Operational/ Operational Policies/ AOP06 or AOP06A or AOP06B	
Where is the Local Area Safeguarding Information located? (Procedures, Handbook etc.)	Safeguarding noticeboard in staff room	
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>Ursula Castillo, Lynne Westley, Sonia Sansome</i></p> <p>You should complete an electronic Incident Report (Electronic Reporting System) <i>A safeguarding form should be completed and passed to Ursula Castillo, Lynne Westley, or Sonia Sansome</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: Safeguarding noticeboard in staff room</p> <p>Follow the criteria and paperwork for referral as approved by your local Safeguarding Children Team. This can be accessed: <i>Safeguarding noticeboard in staff room</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>		