

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

<b>SERVICE DETAILS</b>	
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: Gabrielle O'Meara Email: gabrielleomeara@aspris.com
Aspris Executive Safeguarding Lead: (Also CSE lead for the Group)	<a href="#">Jane Stone Director of Risk and Governance</a> <a href="mailto:JaneStone@aspris.com">JaneStone@aspris.com</a>
PREVENT lead for Aspris:	<a href="#">Katie Dorrian, Safeguarding Lead</a> 07518295368 <a href="mailto:KatieDorrian@aspris.com">KatieDorrian@aspris.com</a>
Local Authority PREVENT Lead:	Chris Boden: 01953 423 903 Amanda Young: 01953 423 896/07886 889 559
<b>SAFEGUARDING PARTNERS DETAILS</b>	
Local authority that the service is located in:	Norfolk
Local Safeguarding Children Partnership: (or regional equivalent)	Norfolk County Council Children's Services
Contact details for the LADO:	Name: Norfolk County Council Children's Services LADO Phone: 01603 307 729 Email: lado@norfolk.gov.u
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: Rebecca Bentley Phone: 01603 307 728 Email: Rebecca.bentley2@norfolk.gov.uk
Designated contact at Clinical Commissioning Group:	Name: N/A Phone: N/A Email: N/A
<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>Safeguarding Noticeboard in Staff Room</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>Ursula Castillo, Lynne Westley, Sonia Sansome</i> You should complete an electronic Incident Report (Electronic Reporting System) <i>Safeguarding form should be completed and passed to UC and LW.</i> You should follow the Procedures for referral that have been agreed with the local Safeguarding Children Team which can be found here: <i>Safeguarding notice board in staff room – 'CADS-What to do if you need to make a call.</i> Follow the criteria and paperwork for referral as approved by your local Safeguarding Children Team. This can be accessed: <i>Safeguarding form to be completed and passed to DSL.</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>	

