

## LOCAL ARRANGEMENTS FOR SAFEGUARDING ADULTS AT RISK

**Safeguarding Adults is everybody's business**

<b>SERVICE DETAILS</b>	
Name of the service:	Kingsbrook School
Name of Service/ Service Manager:	Ursula Castillo
Safeguarding/Protection Lead: <i>(Deputies to be listed in last section)</i>	Name: Ursula Castillo Phone: 01953 852 303 Email: <a href="mailto:ursulacastillo@aspris.co.uk">ursulacastillo@aspris.co.uk</a>
Regional Safeguarding Lead:	Name: Phil Ringsell Email: <a href="mailto:philringsell@aspris.co.uk">philringsell@aspris.co.uk</a>
Aspris Executive Safeguarding Lead: (Also CSE lead for the Group)	<b>Katie Dorrian Acting Director of Risk and Governance</b> <a href="mailto:katiedorrian@aspris.com">katiedorrian@aspris.com</a>
PREVENT lead for the Group:	<b>Jenny Mason Acting Head of Safeguarding</b> 07518295368 <a href="mailto:KatieDorrian@aspris.com">KatieDorrian@aspris.com</a>
Local Authority PREVENT Lead:	Chris Boden
<b>LOCAL AUTHORITY DETAILS</b>	
Name of host local authority:	Norfolk County Council
Local Adult Safeguarding Board	Norfolk Safeguarding Adult Board
Our contact at our Local Authority:	Name: Heather Roach Phone: 0344 800 80 20 Email:
Out of Hours contact at our Local Authority:	Name: Norfolk Safeguarding Adult Board Phone: 0344 800 8020 Email:
Contact for training at our Local Authority	Name: Heather Roach Phone: 0344 800 8020 Email:
<b>INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES</b>	
Where is the policy <b>AOP08 Safeguarding Adults and AOP08A Safeguarding Adults - Wales</b> located:	Aspris Hub/ Policies and Forms/ Operational/ Operational Policies/ AOP08 or AOP08A
Where is the <b>Local Area Safeguarding Information</b> (Procedures, Handbook etc.) located:	Safeguarding noticeboard in staff room
<b>ACTION TO TAKE IF AN ALLEGATION OF ABUSE IS MADE TO YOU:</b>	
<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>Safeguarding form should be completed and passed to Ursula Castillo, Lynne Westley, Sonia Sansome</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>Safeguarding form should be completed and passed to Ursula Castillo, Lynne Westley, Sonia Sansome</i></p> <p>Follow the criteria and paperwork for referral as approved by your Local Safeguarding Adults Team. This can be accessed. <i>Safeguarding form should be completed and passed to Ursula Castillo, Lynne Westley, Sonia Sansome</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>	