

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

<b>SITE DETAILS</b>	
Name of the site:	Kingsbrook School
Name of Site/ 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@aspriscs.co.uk">ursulacastillo@aspriscs.co.uk</a>
Regional Safeguarding Lead:	Name: David McNally Email: <a href="mailto:davidmcnally@aspris.com">davidmcnally@aspris.com</a>
Aspris Executive Safeguarding Lead: (Also CSE lead for the Group)	Katie Dorrian, Safeguarding Lead 07518295368 <a href="mailto:KatieDorrian@aspris.com">KatieDorrian@aspris.com</a>
PREVENT lead for the Group:	Katie Dorrian, Safeguarding Lead 07518295368 <a href="mailto:KatieDorrian@aspris.com">KatieDorrian@aspris.com</a>
Local Authority PREVENT Lead:	PC Chris Boden 01953 423 903 Amanda Young 01953 423 896/07866 889 559
<b>LOCAL AUTHORITY DETAILS</b>	
Name of host local authority:	Norfolk
Local Adult Safeguarding Board	Norfolk Adult Safeguarding Board 0344 800 80 20
Our contact at our Local Authority:	Name: Heather Roach Phone: 0344 800 80 20 Email:
Out of Hours contact at our Local Authority:	Name: Phone: 0344 800 80 20 Email:
Contact for training at our Local Authority	Name: Heather Roach Phone: 0344 800 80 20 Email:
<b>INFORMATION THAT MUST BE AVAILABLE TO STAFF</b>	
Where is the policy <b>AOP08 Safeguarding Adults</b> located:	Priory Intranet/ Policies and Forms/ Aspris/ Operational/ Operational Policies/ AOP08
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: Ursula Castillo/Lynne Westley <i>(List the people that staff should notify including the Deputy Safeguarding Leads for the site, and who to notify if the Safeguarding leads and site leader are not available)</i></p> <p>You should complete an electronic Incident Report (Datix) <i>(If you have any other paperwork appropriate to your site regarding incident reporting, actions or any other information, list them here)</i> Cause for concern form should be completed and passed to Ursula Castillo or Lynne Westley 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> Safeguarding noticeboard in staff room – Raising a Safeguarding Adults Concern: Checklist</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> AOP Form: 17</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>	

