

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

<b>SITE DETAILS</b>	
Name of the site:	Oliver House School
Name of Site/ Service Manager:	Lisa Sharrock
Safeguarding/Protection Lead: <i>(Deputies to be listed in last section)</i>	Name: Lisa Sharrock Phone: 01257 220011 Email: <a href="mailto:lisasharrock@aspriscs.co.uk">lisasharrock@aspriscs.co.uk</a>
Regional Safeguarding Lead:	Name: Tim Booth Email: <a href="mailto:tim.booth@lancashire.gov.uk">tim.booth@lancashire.gov.uk</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:	
<b>LOCAL AUTHORITY DETAILS</b>	
Name of host local authority:	Lancashire
Local Adult Safeguarding Board	
Our contact at our Local Authority:	Name: Tim Booth Phone: 01772 536694 Email: <a href="mailto:tim.booth@lancashire.gov.uk">tim.booth@lancashire.gov.uk</a>
Out of Hours contact at our Local Authority:	Name: Out of Hours Duty Officer Phone: 0300 123 6722 Email: <a href="mailto:chorley.NPT@lancashire.nhs.net">chorley.NPT@lancashire.nhs.net</a>
Contact for training at our Local Authority	Name: Michelle Lewis Phone: 01772 531196 Email: <a href="mailto:school.safeguarding@lancashire.gov.uk">school.safeguarding@lancashire.gov.uk</a>
<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:	Operations Director/Headteacher's Office Safeguarding Policy
<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>Wendy Sparling, Operations Director</i>  <i>Lisa Sharrock, Headteacher</i>  <i>Daisy Lewis-Guinness, Deputy Headteacher</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></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></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>	