

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

<b>SERVICE DETAILS</b>	
Name of the service:	North Hill House School
Name of Service/ Service Manager:	Michael Pearce, Head Teacher.
Safeguarding/Protection Lead: <i>(Deputies to be listed in last section)</i>	Name: Carly Brown Phone: 07747757857 Email: <a href="mailto:carlybrown@aspriscs.co.uk">carlybrown@aspriscs.co.uk</a>
Regional Safeguarding Lead:	Name: Rebecca McArthur Email: <a href="mailto:RebeccaMcArthur@Aspriscs.co.uk">RebeccaMcArthur@Aspriscs.co.uk</a>
Aspris Executive Safeguarding Lead: (Also CSE lead for the Group)	<a href="#">Jane Stone</a> Director of Risk and Governance <a href="mailto:JaneStone@aspris.com">JaneStone@aspris.com</a>
PREVENT lead for the Group:	<a href="#">Katie Dorrian</a> , Safeguarding Lead 07518295368 <a href="mailto:KatieDorrian@aspris.com">KatieDorrian@aspris.com</a>
Local Authority PREVENT Lead:	To report a concern: Police Prevent Team Phone 01278 647466 – Monday to Friday, 8am to 4pm. For out of hours advice, phone 101 Email <a href="mailto:channelsw@avonandsomerset.pnn.police.uk">channelsw@avonandsomerset.pnn.police.uk</a>  For advice, support and training enquiries: Local Authority Prevent Lead, Lucy Macready Email <a href="mailto:prevent@somerset.gov.uk">prevent@somerset.gov.uk</a> Note your email: For Lucy Macready, Prevent Lead  For safeguarding support and advice: Customer Contact Phone 0300 123 2224 – Monday to Friday, 8.30am to 5.30pm  All other Prevent questions Email <a href="mailto:Prevent@somerset.gov.uk">Prevent@somerset.gov.uk</a>
<b>LOCAL AUTHORITY DETAILS</b>	
Name of host local authority:	Somerset
Local Adult Safeguarding Board	Somerset Safeguarding Adults Board (SSAB)
Our contact at our Local Authority:	Name: Adult Social Care Phone: 0300 123 2224 Email: <a href="mailto:adults@somerset.gov.uk">adults@somerset.gov.uk</a>
Out of Hours contact at our Local Authority:	Name: Adult Social Care Phone: 0300 123 2224 Email: <a href="mailto:adults@somerset.gov.uk">adults@somerset.gov.uk</a>
Contact for training at our Local Authority	Name: N/A Phone: 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:	<a href="#">LOCAL PROCEDURES - OneDrive (sharepoint.com)</a>
<b>ACTION TO TAKE IF AN ALLEGATION OF ABUSE IS MADE TO YOU:</b>	
You should ensure the immediate safety of all individuals.	

**Children's Services  
Operational**

You should notify:

*(List the people that colleagues should notify including the Deputy Safeguarding Leads for the service, and who to notify if the Safeguarding leads and service leader are not available)*

**Carly Brown (DSL), Michael Pearce (DDSL), Leigh Murray (DDSL), Sam Carey (DDSL) or Matt Davis (DDSL).**

You should complete an Electronic Incident Report (Electronic Reporting System)

*(If you have any other paperwork appropriate to your service regarding incident reporting, actions or any other information, list them here)*

**All incidents must be recorded on MIS Engage.**

You should follow the Procedures for referral that have been agreed with the Local Safeguarding Adults Team which can be found here: *(or insert the procedure or flowchart here)*

1. Any allegation has been made against a colleague this should be reported to DSL, Carly Brown and Michael Pearce. The only exception to this is if the allegation is against the DSL or site lead in which case the allegation should be reported to Rebecca McArthur.
2. If a young person has made an allegation against a colleague, you should follow step 1. You can also complete an electronic incident report on MIS Engage, clicking the allegations category. Brief information to be added in this report only. The DSL will then create a confidential safeguarding log whereby further information will be recorded.
3. If you are unable to contact Carly Brown, DSL, you should contact Michael Pearce, or another DDSL. You can also use the Whistleblowing procedure (see notice boards).
4. For advice, you can contact the Multi-Agency Safeguarding Hub on 0300 123 2224 or email [adults@somerset.gov.uk](mailto:adults@somerset.gov.uk)

Follow the criteria and paperwork for referral as approved by your Local Safeguarding Adults Team. This can be accessed. *(insert instructions for referral here, if no locally approved forms, use AOP Form: 17)*

**Refer to individual local authority websites.**

If you are unable to contact the (D)SL for your service, you should contact your Regional Lead, or:

Michael Pearce, Head Teacher – 01373 466222.