

LOCAL ARRANGEMENTS FOR SAFEGUARDING CHILDREN

Safeguarding Children is everybody's responsibility

SERVICE DETAILS		
Name of the Service:	Radio City School	
Name of Service Manager:	Louise Coleman	
Safeguarding/Protection Lead: (<i>Designated Safeguarding Lead in education settings</i>)	Name:	Louise Coleman
	Phone:	07775425401
	Email:	louisecoleman@aspris.co.uk
Regional Safeguarding Lead	Name:	Phil Ringsell
	Email:	philringsell@aspris.co.uk
Aspris Executive Safeguarding Lead: (Also CSE lead for the Group)	Jane Stone Director of Risk and Governance JaneStone@aspris.com	
PREVENT lead for Aspris:	Katie Dorrian, Safeguarding Lead 07518295368 KatieDorrian@aspris.com	
Local Authority PREVENT Lead:	prevent@north-ayrshire.gov.uk	
SAFEGUARDING PARTNERS DETAILS		
Local authority that the service is located in:	North Ayrshire	
Local Safeguarding Children Partnership: (or regional equivalent)	North Ayrshire Child Protection Partnership	
Contact details for the LADO:	Name:	Kirsty Calderwood
	Phone:	01294310611
	Email:	cpc@north-ayrshire.gov.uk
Designated contact at Local Authority Safeguarding Children Team:	Name:	P Team
	Phone:	01294310300
	Email:	cpc@north-ayrshire.gov.uk
Designated contact at Police:	Name:	Any Police station
	Phone:	101
	Email:	
Out of Hours contact at our Local Authority:	Name:	North Ayrshire Council
	Phone:	08003287758
	Email:	
Contact for Local Authority training:	Name:	Alison Linton
	Phone:	01294310624
	Email:	
Designated contact at Clinical Commissioning Group:	Name:	
	Phone:	
	Email:	
INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES		
Where is the policy AOP06 Safeguarding Children in Education, AOP06B Safeguarding Children in Education – Wales and AOP06A Safeguarding Children in Residential Care located:	Aspris Intranet/ Policies and Forms/ Aspris/ Operational/ Operational Policies/ AOP06 or AOP06A or AOP06B	
Where is the Local Area Safeguarding Information located? (Procedures, Handbook etc.)	This is displayed throughout the school and also stored in the policies folder.	
ACTION TO TAKE IF AN ALLEGATION OF ABUSE IS MADE TO YOU:		

You should ensure the immediate safety of all individuals.

You should notify:

(List the people that colleagues should notify, and who to notify if the Safeguarding Lead, or Service Manager are not available)

Louise Coleman – Head Teacher

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)

Use correct Safeguarding referral form and protocol

You should follow the Procedures for referral that have been agreed with the local Safeguarding Children Team which can be found here:

(insert the procedure or flowchart here, include any different processes for CSE if applicable)

Displayed in School Office; Staff Room; Admin Office; Safeguarding Folder in School Office

Follow the criteria and paperwork for referral as approved by your local Safeguarding Children Team. This can be accessed:

(insert instructions for referral here, if no locally approved forms, use AOP: Form 17)

Safeguarding File in School Office

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