

## LOCAL ARRANGEMENTS FOR SAFEGUARDING CHILDREN

**Safeguarding Children is everybody's responsibility**

SERVICE DETAILS		
Name of the Service:	Woodview School	
Name of Service Manager:	Nicola Craig	
Safeguarding/Protection Lead: ( <i>Designated Safeguarding Lead in education settings</i> )	Name:	Nicola Craig
	Phone:	<u>01689 283130</u>
	Email:	<u>NicolaCraig@aspris.co.uk</u>
Regional Safeguarding Lead	Name:	Scott Preston
	Email:	<u>ScottPreston@aspris.com</u>
Aspris Executive Safeguarding Lead: (Also CSE lead for the Group)	Jane Stone Director of Risk and Governance <u>JaneStone@aspris.com</u>	
PREVENT lead for Aspris:	Katie Dorrian, Safeguarding Lead 07518295368 <u>KatieDorrian@aspris.com</u>	
Local Authority PREVENT Lead:	BSCP@bromley.gov.uk	
SAFEGUARDING PARTNERS DETAILS		
Local authority that the service is located in:	Bromley	
Local Safeguarding Children Partnership: (or regional equivalent)	Bromley Safeguarding Children Partnership	
Contact details for the LADO:	Name:	
	Phone:	02084317775/02083134325
	Email:	LADO@bromley.gov.uk
Designated contact at Local Authority Safeguarding Children Team:	Name:	
	Phone:	02084617309/7373/7379/7026
	Email:	mash@bromley.gov.uk
Designated contact at Police:	Name:	Joe Godwin
	Phone:	07769426434
	Email:	Joe.Godwin@met.police.uk
Out of Hours contact at our Local Authority:	Name:	
	Phone:	0300 3038 671
	Email:	LADO@bromley.gov.uk
Contact for Local Authority training:	Name:	
	Phone:	0208 3134665
	Email:	Libby.kember@bromley.gov.uk
Designated contact at Clinical Commissioning Group:	Name:	
	Phone:	0203 7708 848
	Email:	Broccg.bromley@nhs.net
INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES		
Where is the policy <b>AOP06 Safeguarding Children in Education, AOP06B Safeguarding Children in Education – Wales and AOP06A Safeguarding Children in Residential Care</b> located:	Aspris Intranet/ Policies and Forms/ Aspris/ Operational/ Operational Policies/ AOP06 or AOP06A or AOP06B	
Where is the <b>Local Area Safeguarding Information</b> located? (Procedures, Handbook etc.)	Local procedures file	
ACTION TO TAKE IF AN ALLEGATION OF ABUSE IS MADE TO YOU:		
<p>You should ensure the immediate safety of all individuals.</p> <p>You should notify: Nicola Craig, Angela Abbott, Andrew Crush, Karen Humberstone (List the people that colleagues should notify, and who to notify if the Safeguarding Lead, or Service Manager are not available)</p> <p>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)</p> <p>You should follow the Procedures for referral that have been agreed with the local Safeguarding Children Team which can be found here: Attached flowchart (insert the procedure or flowchart here, include any different processes for CSE if applicable)</p> <p>Follow the criteria and paperwork for referral as approved by your local Safeguarding Children Team. This can be accessed: AOP Form 17 (insert instructions for referral here, if no locally approved forms, use 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>		