

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

SERVICE DETAILS	
Name of the service:	Aspris Woodview School
Name of Service/ Service Manager:	Nicola Craig
Safeguarding/Protection Lead: <i>(Deputies to be listed in last section)</i>	Name: Nicola Craig Phone: 01689283130 Email: nicolacraig@aspriscs.co.uk
Regional Safeguarding Lead:	Name: Phil Ringsell Email: philringsell@aspris.com
Aspris Executive Safeguarding Lead: (Also CSE lead for the Group)	Jane Stone Director of Risk and Governance JaneStone@aspris.com
PREVENT lead for the Group:	Katie Dorrian, Safeguarding Lead 07518295368 KatieDorrian@aspris.com
Local Authority PREVENT Lead:	BSCP@Bromley.gov.uk
LOCAL AUTHORITY DETAILS	
Name of host local authority:	Bromley
Local Adult Safeguarding Board	Bromley Safeguarding Adults Board
Our contact at our Local Authority:	Name: Phone: 0208 461 7777 Email: candfhub@bromley.gov.uk
Out of Hours contact at our Local Authority:	Name: Phone: 0300 303 8671 Email: candfhub@bromley.gov.uk
Contact for training at our Local Authority	Name: Libby Kember Phone: 0208 313 4665 Email: libby.kember@bromley.gov.uk
INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES	
Where is the policy AOP08 Safeguarding Adults and AOP08A Safeguarding Adults - Wales located:	Aspris Hub/ Policies and Forms/ Operational/ Operational Policies/ AOP08 or AOP08A
Where is the Local Area Safeguarding Information (Procedures, Handbook etc.) located:	Posters around the school including reception, offices, staff rooms and classrooms.
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 Criag, Karen Humberston or Angela Abbott. If not available please contact Phil Ringsell</p> <p>You should complete an Electronic Incident Report (Electronic Reporting System)</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>(Primary Folder – Staff room)</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>	