

LOCAL ARRANGEMENTS FOR SAFEGUARDING CHILDREN

Safeguarding Children is everybody's responsibility

SERVICE DETAILS		
Name of the Service:	Sheridan School	
Name of Service Manager:	Headteacher – Victoria Rowlands	
Safeguarding/Protection Lead: (<i>Designated Safeguarding Lead in education settings</i>)	Name:	Christine Carter
	Phone:	01366 726040
	Email:	christinecarter@aspriscs.co.uk
Regional Safeguarding Lead	Name:	Phil Ringsell
	Email:	philringsell@aspriscs.com
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:	Russell Cole – NCC Prevent COO – russell.cole@norfolk.gov.uk Chief Inspector Keren Pope Norfolk, Suffolk, Essex and Cambridgeshire PC Christopher Boden, Norfolk 01953 423905 or 01953 423896	
SAFEGUARDING PARTNERS DETAILS		
Local authority that the service is located in:	Norfolk	
Local Safeguarding Children Partnership: (or regional equivalent)	Norfolk Safeguarding Children Partnership Room 60, Lower Ground Floor County Hall Martineau Lane Norwich NR1 2DH 01603 223409 nscb@norfolk.gov.uk educationsafeguarding@norfolk.gov.uk Childrens Advice and Duty Service – 0344 8008021 – professional line	
Contact details for the LADO:	Name:	Duty Line
	Phone:	(EQAIS) on (01603 307797) for education staff
	Email:	All referrals to be completed online LADO@norfolk.gov.uk
Designated contact at Local Authority Safeguarding Children Team:	Name:	Norfolk County Council Childrens Services (CADS)
	Phone:	0344 800 8021
	Email:	
Designated contact at Police:	Name:	Police
	Phone:	101 or 999
	Email:	
Out of Hours contact at our Local Authority:	Name:	Childrens Advice and Duty Service – 0344 800 8021
	Phone:	Professional line
	Email:	
Contact for Local Authority training:	Name:	Safeguarding Training Officer at NCC
	Phone:	01603 228877
	Email:	educationsafeguarding@norfolk.gov.uk
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.)	In the Policy cabinet just outside the conference room	
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)

Christine Carter
James Snelling
Victoria Rowlands
Vicki Fusco
Rachael Weedon
Lily Money

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)

Mis ENGAGE

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)

Children's Advice and Duty Service – CADS – 0344 800 8021 – professional use only

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)

All referrals to Norfolk are via the CADS service on 0344 800 8021

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