

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@aspris.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:	
You should ensure the immediate safety of all individuals. You should notify: Nicola Criag, Karen Humberston or Angela Abbott. If not available please contact Phil Ringsell You should complete an Electronic Incident Report (Electronic Reporting System) 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> 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> If you are unable to contact the (D)SL for your service, you should contact your Regional Lead, or: The Executive Lead	