

LOCAL ARRANGEMENTS FOR SAFEGUARDING ADULTS AT RISK

Safeguarding Adults is everybody's business

SERVICE DETAILS	
Name of the service:	Kingsbrook School
Name of Service/ Service Manager:	Ursula Castillo
Safeguarding/Protection Lead: (Deputies to be listed in last section)	Name: Lynne Westley Phone: 01953 852 303 Email: lynnewestley@aspris.co.uk
Regional Safeguarding Lead:	Name: Phil Ringsell Email: philringsell@aspris.co.uk
Aspris Executive Safeguarding Lead: (Also CSE lead for the Group)	Katie Dorrian, Director of Governance and Quality KatieDorrian@aspris.com
PREVENT lead for the Group:	Katie Dorrian, Director of Governance and Quality 07518295368 KatieDorrian@aspris.com
Local Authority PREVENT Lead:	Chris Boden
LOCAL AUTHORITY DETAILS	
Name of host local authority:	Norfolk County Council
Local Adult Safeguarding Board	Norfolk Safeguarding Adult Board
Our contact at our Local Authority:	Name: Heather Roach Phone: 0344 800 80 20 Email:
Out of Hours contact at our Local Authority:	Name: Norfolk Safeguarding Adult Board Phone: 0344 800 8020 Email:
Contact for training at our Local Authority	Name: Heather Roach Phone: 0344 800 8020 Email:
INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES	
Where is the policy AOP08 Safeguarding Adults and AOP08A Safeguarding Adults – Wales and AOP08.3 Adult Support and Protection (Scotland) located:	Aspris Hub/ Policies and Forms/ Operational/ Operational Policies/ AOP08 or AOP08A or AOP08.3
Where is the Local Area Safeguarding Information (Procedures, Handbook etc.) located:	Safeguarding notice board
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: (List the people that colleagues should notify including the Deputy Safeguarding Leads for the service, and who to notify if the Safeguarding leads and service leader are not available) Lynne Westley, Ursula Castillo, Sonia Sansome</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) Safeguarding form should be completed and passed to Lynne Westley, Ursula Castillo or Sonia Sansome at the earliest opportunity.</p> <p>You should follow the Procedures for referral that have been agreed with the Local Safeguarding Adults Team which can be found here: (or insert the procedure or flowchart here) Safeguarding notice board or by request from Lynne Westley, Ursula Castillo or Sonia Sansome</p> <p>Follow the criteria and paperwork for referral as approved by your Local Safeguarding Adults Team. This can be accessed. (insert instructions for referral here, if no locally approved forms, use AOP Form: 17) Safeguarding notice board or by request from Lynne Westley, Ursula Castillo or Sonia Sansome</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>	

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