

## LOCAL ARRANGEMENTS FOR SAFEGUARDING ADULTS AT RISK

**Safeguarding Adults is everybody's business**

SERVICE DETAILS	
Name of the service:	Radio City School
Name of Service/ Service Manager:	Louise Coleman
Safeguarding/Protection Lead: (Deputies to be listed in last section)	Name: Louise Coleman Phone: 07775425401 Email: louisecoleman@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:	prevent@north-ayrshire.gov.uk
LOCAL AUTHORITY DETAILS	
Name of host local authority:	North Ayrshire
Local Adult Safeguarding Board	North Ayrshire Adult Protection Committee
Our contact at our Local Authority:	Name: North Ayrshire Adult Protection Committee Phone: 01294310300 Email:
Out of Hours contact at our Local Authority:	Name: North Ayrshire Adult Protection Committee Phone: 08003287758 Email:
Contact for training at our Local Authority	Name: Phone: Email: ASPTraining@north-ayrshire.gov.uk
INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES	
Where is the policy <b>AOP08 Safeguarding Adults and AOP08A Safeguarding Adults – Wales and AOP08.3 Adult Support and Protection (Scotland)</b> located:	Aspris Hub/ Policies and Forms/ Operational/ Operational Policies/ AOP08 or AOP08A or AOP08.3
Where is the <b>Local Area Safeguarding Information</b> (Procedures, Handbook etc.) located:	<b>This is displayed throughout the school and also stored in the policies folder.</b>
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: <b>Louise Coleman</b></p> <p>You should complete an Electronic Incident Report (Electronic Reporting System) <b>Use correct Safeguarding referral form and protocol</b></p> <p>You should follow the Procedures for referral that have been agreed with the Local Safeguarding Adults Team which can be found here: <b>Displayed in School Office; Staff Room; Admin Office; Safeguarding Folder in School Office</b></p> <p>Follow the criteria and paperwork for referral as approved by your Local Safeguarding Adults Team. This can be accessed. <b>Safeguarding File in School Office</b></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>	