

**LOCAL ARRANGEMENTS FOR SAFEGUARDING CHILDREN**  
Safeguarding Children is everybody's responsibility

<b>SERVICE DETAILS</b>	
Name of the Service:	Sheridan School
Name of Service Manager:	Headteacher - Phil Ringsell
Safeguarding/Protection Lead: ( <i>Designated Safeguarding Lead in education settings</i> )	Name: Phil Ringsell Phone: 01366 726040 Email: <a href="mailto:PhilRingsell@aspriscs.co.uk">PhilRingsell@aspriscs.co.uk</a>
Regional Safeguarding Lead	Name: Gabrielle O'Meara Email: <a href="mailto:GabrielleOMeara@aspriscs.com">GabrielleOMeara@aspriscs.com</a>
Aspris Executive Safeguarding Lead: (Also CSE lead for the Group)	<a href="#">Jane Stone Director of Risk and Governance</a> <a href="mailto:JaneStone@aspris.com">JaneStone@aspris.com</a>
PREVENT lead for Aspris:	<a href="#">Katie Dorrian, Safeguarding Lead</a> 07518295368 <a href="mailto:KatieDorrian@aspris.com">KatieDorrian@aspris.com</a>
Local Authority PREVENT Lead:	Russell Cole – NCC Prevent COO – <a href="mailto:russell.cole@norfolk.gov.uk">russell.cole@norfolk.gov.uk</a> Chief Inspector Keren Pope Norfolk, Suffolk, Essex and Cambridgeshire PC Christopher Boden, Norfolk 01953 423905 or 01953 423896
<b>SAFEGUARDING PARTNERS DETAILS</b>	
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 <a href="mailto:nscb@norfolk.gov.uk">nscb@norfolk.gov.uk</a> <a href="mailto:educationsafeguarding@norfolk.gov.uk">educationsafeguarding@norfolk.gov.uk</a>  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 <a href="mailto:LADO@norfolk.gov.uk">LADO@norfolk.gov.uk</a>
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: <a href="mailto:educationsafeguarding@norfolk.gov.uk">educationsafeguarding@norfolk.gov.uk</a>
Designated contact at Clinical Commissioning Group:	Name: Phone: Email:
<b>INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES</b>	
Where is the policy <b>AOP06 Safeguarding Children in Education, AOP06B Safeguarding Children in Education – Wales and AOP06A Safeguarding Children in Residential Care</b> located:	Aspris Intranet/ Policies and Forms/ Aspris/ Operational/ Operational Policies/ AOP06 or AOP06A or AOP06B
Where is the <b>Local Area Safeguarding Information</b> located? (Procedures, Handbook etc.)	<b>In the Policy cabinet just outside the conference room</b>
<b>ACTION TO TAKE IF AN ALLEGATION OF ABUSE IS MADE TO YOU:</b>	

**Children's Services  
Operational**

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)*

Phil Ringsell  
Christine Carter  
James Snelling

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