

**LOCAL ARRANGEMENTS FOR SAFEGUARDING ADULTS AT RISK**  
**Safeguarding Adults is everybody's business**

<b>SERVICE DETAILS</b>	
Name of the service:	Sheridan School
Name of Service/ Service Manager:	Headteacher – Phil Ringsell
Safeguarding/Protection Lead: <i>(Deputies to be listed in last section)</i>	Name: Phil Ringsell Phone: 01366 726040 Email: PhilRingsell@aspriscs.co.uk
Regional Safeguarding Lead:	Name: Gabrielle O'Meara Email: GabrielleOmeara@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:	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
<b>LOCAL AUTHORITY DETAILS</b>	
Name of host local authority:	Norfolk
Local Adult Safeguarding Board	Norfolk Safeguarding Adults Board (NSAB) Adult Social Services County Hall Martineau Lane Norwich NR1 2DH 0344 800 8020 nsabchair@norfolk.gov.uk
Our contact at our Local Authority:	Name: Phone: see above Email:
Out of Hours contact at our Local Authority:	Name: Phone: see above Email:
Contact for training at our Local Authority	Name: Phone: see above Email:
<b>INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES</b>	
Where is the policy <b>AOP08 Safeguarding Adults and AOP08A Safeguarding Adults - Wales</b> located:	Aspris Hub/ Policies and Forms/ Operational/ Operational Policies/ AOP08 or AOP08A
Where is the <b>Local Area Safeguarding Information</b> (Procedures, Handbook etc.) located:	In the policy cabinet just outside the conference room
<b>ACTION TO TAKE IF AN ALLEGATION OF ABUSE IS MADE TO YOU:</b>	
<p>You should ensure the immediate safety of all individuals. Phil Ringsell Christine Carter James Snelling</p> <p>You should notify: <i>(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)</i></p> <p>You should complete an electronic Incident Report (Electronic Reporting System) <i>(If you have any other paperwork appropriate to your service regarding incident reporting, actions or any other information, list them here)</i></p>	

**Children's Services  
Operational**

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)*

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)*

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