

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

<b>SITE DETAILS</b>	
Name of the Site:	Kingsbrook School
Name of Site/Service Manager:	Ursula Castillo
Child Protection Officer or Safeguarding Lead: (Designated Safeguarding Lead in education settings)	Name: Ursula Castillo Phone: 01953 852303 Email: ursulacastillo@priorygroup.com
Regional Safeguarding Lead	Name: Leon Brandon Email: leonbrandon@priorygroup.com
Priory Group Executive Safeguarding Lead: (Also CSE lead for the Group)	Jane Stone (Group Director of Nursing, Professional Development and Service Improvement) 07718 583137 <a href="mailto:Janestone@priorygroup.com">Janestone@priorygroup.com</a>
PREVENT lead for the Group:	David Watts (Director of Risk Management) 07801 216875 <a href="mailto:davidwatts@priorygroup.com">davidwatts@priorygroup.com</a>
Local Authority PREVENT Lead:	Norfolk CCSP (County Community Safety Partnership)
<b>SAFEGUARDING PARTNERS DETAILS</b>	
Local authority that the site is located in:	Norfolk County Council Children's Services
Contact details for the LADO:	Name: Norfolk County Council Children's Services LADO Phone: 01603 223473 Email:
Designated contact at Local Authority Safeguarding Children Team:	Name: Norfolk County Council Children's Services Phone: 03448008021 (CADS) Email:
Designated contact at Police:	Name: Norfolk EDT Phone: 03448008020 Email:
Out of Hours contact at our Local Authority:	Name: Dianne Cook Phone: 01603 223409 0344 800 8020 Email: nscb@norfolk.gov.uk
Contact for Local Authority training:	Name: Sarah Goodson Phone: 01603 224228 Email: nscbtraining@norfolk.gov.uk
Designated contact at Clinical Commissioning Group:	Name: Phone: Email:
<b>INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES</b>	
Where is the policy <b>OP06 Safeguarding Children</b> located:	Priory Intranet - Safeguarding and Protection/Policies and Procedures/OP06
Where is the <b>Local Authority Safeguarding Information</b> located? (Procedures, Handbook etc.)	<b>Head of School's Office</b>

<b>ACTION TO TAKE IF AN ALLEGATION OF ABUSE IS MADE TO YOU:</b>
<p>You should ensure the immediate safety of all individuals.</p> <p>You should notify: Ursula Castillo (Head of School) or Lynne Westley (Deputy DSL) Leon Brandon Regional DSL (OD) <i>(List the people that colleagues should notify, and who to notify if the DSO, Safeguarding Lead, or Site/Service Manager are not available)</i></p> <p>You should complete an electronic Incident Report : Complete a Cause for Concern Form and pass to the DSL or Deputy DSL <i>(If you have any other paperwork appropriate to your site regarding incident reporting, actions or any other information, list them here)</i></p> <p>You should follow the Procedures for referral that have been agreed with the local Safeguarding Children Team which can be found: In the Head of School's Office <i>(or insert the procedure or flowchart here)</i></p> <p>Follow the criteria and paperwork for referral as approved by your local Safeguarding Children Team. This can be accessed: Norfolk County Council Safeguarding Children's Board <i>(insert instructions for referral here, if no locally approved forms, use OP: Form 17)</i></p>