

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

SERVICE DETAILS	
Name of the service:	Aspris Queenswood School
Name of Service/ Service Manager:	Robert Coles
Safeguarding/Protection Lead: <i>(Deputies to be listed in last section)</i>	Name: Luke Johnston Phone: 07377 544101 Email: lukejohnston@aspriscs.co.uk
Regional Safeguarding Lead:	Name: Katie Dorrian Email: KatieDorrian@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:	Neville Meredith ,Three Counties Prevent lead Prevent_referral_form.docx(live.com)
LOCAL AUTHORITY DETAILS	
Name of host local authority:	Herefordshire
Local Adult Safeguarding Board	Herefordshire
Our contact at our Local Authority:	Name: Duty Social worker team Phone: 01432 260715 Email: safeguardingadults@herefordshire.gov.uk
Out of Hours contact at our Local Authority:	Name: EDT Phone: 0331 239309 Email: N/A
Contact for training at our Local Authority	Name: www.herefordshirecpd.co.uk Phone: Email: safeguardingTraining@herefordshire.gov.uk
INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES	
Where is the policy AOP08 Safeguarding Adults and AOP08A Safeguarding Adults - Wales located:	Aspris Hub/ Policies and Forms/ Operational/ Operational Policies/ AOP08 or AOP08A
Where is the Local Area Safeguarding Information (Procedures, Handbook etc.) located:	School Reception Notice boards
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: Robert Coles (Headteacher), Luke Johnston (DSL), Catherine Edwards (DSL), Laura Hamblin (Deputy DSL), Kelly Mills (Deputy DSL) & Andrew Libby (Deputy DSL)</p> <p>You should complete an electronic Incident Report (Electronic Reporting System) Staff are advised to raise any immediate concerns verbally and follow the advice given, all concerns raised should be inputted onto the MIS system</p> <p>You should follow the Procedures for referral that have been agreed with the Local Safeguarding Adults Team which can be found here: safeguarding-adult-concern-form-guidance-note.doc (Live.com)</p> <p>Follow the criteria and paperwork for referral as approved by your Local Safeguarding Adults Team. This can be accessed. Complete Herefordshire safeguarding Adult Form AP1: Link HSAB concern form- Herefordshire Safeguarding Boards and Partnerships. Send the referral form to : safeguarding@herefordshire.gov.uk</p> <p>If you are unable to contact the (D)SL for your service, you should contact your Regional Lead, or: The Executive Lead: Scott Preston Acting Operations Director</p>	