



Policy Directory

Organisational Contact Directory and Responsibilities Overview

Key Contact	Contact Details	
Nursery Telephone Number	Telephone	01672 870790
Designated Emergency Phone Line	Telephone	07500959667
Nursery Manager	Name	Carla Ball
	Email	carla@savernakenursery.com
Deputy Manager	Name	Kim King
	Email	kim@savernakenursery.com
Designated Safeguarding Lead (DSL)	Name	Carla Ball
	Email	carla@savernakenursery.com
Deputy Designated Safeguarding Lead (DDSL)	Name	Kim King
	Email	kim@savernakenursery.com
Board Safeguarding Lead (BSL)	Name	Pennie Akehurst
	Email	pennie@minoaeducation.com
Special Educational Needs Coordinator (SENCO)	Name	Zoe Creech
	Email	zoe@minoaeducation.com
Deputy Special Educational Needs Coordinator (DSENCO)	Name	Rhea Foster
Health & Safety Officer (HSO)	Name	Charlie Ward
	Email	charlie@savernakenursery.com
Emergency Safety Officer (ESO)	Name	Charlie Ward
	Email	charlie@savernakenursery.com
Deputy Emergency Safety Officer (DESO)	Name	Kim King
	Email	kim@savernakenursery.com
Behaviour Support Officer (BSO)	Name	Rhea Foster
Data Protection Officer (DPO)	Email	dataprotection@minoaeducation.com

External Contact Directory

Key Contact	Contact Details	
Domestic Abuse Advice Line	Telephone	0808 200 0247
Early Years Funding	Telephone	03000034561
	Email	eyefunding@wiltshire.gov.uk
Early Years Enquiries	Email	earlyyears@wiltshire.gov.uk
Emergency Services	Telephone	999
Health Protection Team (HPT)	Telephone	03003038162
	Email	swhpt@ukhsa.gov.uk
The Health and Safety Executive (HSE)	Telephone	0300 003 1647
Information Commissioner's Office (ICO)	Telephone	0303 123 1113
Local Authority Designated Officer (LADO)	Telephone	03004560108
	Email	lado@wiltshire.gov.uk
Local Resilience Forum	Email	irf@wiltshire.pnn.police.uk
Multi Agency Safeguarding Hub (MASH) - i.e., Children's Social Services	Telephone	0300 456 0108
	Email	integratedfrontdoor@wiltshire.gov.uk
The National Society for the Prevention of Cruelty to Children (NSPCC)	Telephone	0800 028 0285
	Email	help@nspcc.org.uk
National Gas Emergency Service	Telephone	0800 111 999
NSPCC Female Genital Mutilation (FGM) Support Line	Telephone	0800 028 3550
NSPCC Whistleblowing Advice Line	Telephone	0800 028 285
	Email	help@nspcc.org.uk
Mental Health Advice Line	Telephone	0300 123 3393
Ofsted	Telephone	0300 123 1231
	Email	enquiries@ofsted.gov.uk
The Police (non-emergency matters)	Telephone	101
Police Prevent Advice Line	Telephone	0800 011 3764
Wiltshire Council Prevent Team	Telephone	01278 647 466
	Email	preventreferrals@wiltshire.police.uk
UK Health Security Agency (UKHSA)	Telephone	020 7654 8000
	Email	enquiries@ukhsa.gov.uk