



# Policy Directory

## Organisational Contact Directory and Responsibilities Overview

Key Contact	Contact Details	
Nursery Telephone Number	Telephone	01386765446
Nursery Manager	Name	Samantha Smart
	Email	samantha@puddleducksevesham.co.uk
Nursery Deputy Manager (Shared Role)	Name	Stacey Perrett
Nursery Deputy Manager (Shared Role)	Name	Desni Rushton
Wiz Kids Afterschool and Holiday Club Manager	Name	Ruth Uys
	Email	ruth@puddleducksevesham.co.uk
Designated Safeguarding Lead (DSL)	Name	Samantha Smart
	Email	samantha@puddleducksevesham.co.uk
Deputy Designated Safeguarding Lead (DDSL)	Name	Desni Rushton
Board Safeguarding Lead (BSL)	Name	Pennie Akehurst
	Email	pennie@minoaeducation.com
Special Educational Needs Coordinator (SENCO)	Name	Desni Rushton
Deputy Special Educational Needs Coordinator (SENCO)	Name	Caroline Hudson
Health & Safety Officer (HSO)	Name	Ruth Uys
	Email	ruth@puddleducksevesham.co.uk
Deputy Health & Safety Officer (HSO)	Name	Samantha Smart
	Email	Samantha@puddleducksevesham.co.uk
Emergency Safety Officer (ESO)	Name	Samantha Smart
	Email	Samantha@puddleducksevesham.co.uk
Deputy Emergency Safety Officer (DESO)	Name	Ruth Uys
	Email	ruth@puddleducksevesham.co.uk

## External Contact Directory

Key Contact	Contact Details	
Domestic Abuse Advice Line	Telephone	0808 200 0247
Early Years Funding	Telephone	01905844494
Early Years and Childcare Team	Email	eyfunding@worcestershire.gov.uk
Early Years and Childcare Team	Telephone	01905844048
Early Years Inclusion Team	Email	eycc@worcestershire.gov.uk
Emergency Services	Telephone	999
Health Protection Team (HPT)	Telephone	03444453560
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	01905846221
Local Authority Designated Officer (LADO)	Email	lado@worcestershire.gov.uk
Family Front Door - i.e., Children's Social Services <i>Mon-Thurs: 08:30-17:00/Fri 08:30-16:30</i>	Telephone	0190582266
Family Front Door - i.e., Children's Social Services <i>Out of Hours and Weekends</i>	Telephone	01905768020
The National Society for the Prevention of Cruelty to Children (NSPCC)	Telephone	0808 800 5000
The National Society for the Prevention of Cruelty to Children (NSPCC)	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
NSPCC Whistleblowing Advice Line	Email	help@nspcc.org.uk
Mental Health Advice Line	Telephone	0300 123 3393
Ofsted	Telephone	0300 123 1231
Ofsted	Email	enquiries@ofsted.gov.uk
The Police (non-emergency matters)	Telephone	101
Police Prevent Advice Line Worcestershire	Telephone	08000113764
UK Health Security Agency (UKHSA)	Telephone	020 7654 8000
UK Health Security Agency (UKHSA)	Email	enquiries@ukhsa.gov.uk