

Insert organisation's name/logo

To be completed by the group leader for each venue/activity

The person with responsibility for _____ (insert buildings name) is _____ (insert name) and can be contacted _____.

The First Aider is _____ (insert name) and can be contacted _____.

Toilets can be found _____

Fire exits are located _____

Any safeguarding concerns should be notified to the group leader for the session. Key safeguarding contacts are listed below:

Role:	Name / Details:	Contact:
Integrated Front Door		Tel: 01302 737777 https://www.doncaster.gov.uk/Eforms/SimpleEform/Boot/2370100
Interim Assistant Director of Children's Social Care	Pam Allen	01302 736000
Director of Children, Young People and Families	Riana Nelson	01302 737909
Police	In an emergency For non-emergency but possible crime	999 101
Crime & Community Safety Theme Manager - Prevent	Rachael Long	Tel: 01302 737469 Rachael.Long@doncaster.gov.uk
Prevent Team South Yorkshire Police	Prevent Team	0800 789 321
Local Authority Designated Officer (LADO)		LADO, Doncaster Children's Services Trust, Mary Woollett Centre, Danum Road, Doncaster, DN4 5HF 01302 737332 / 737748