



Policy Directory

Organisational Contact Directory and Responsibilities Overview

Key Contact	Contact Details	
Nursery Telephone Number	Telephone	01746 765766
Designated Emergency Phone Line	Telephone	07752238753
Nursery Manager	Name	Caz Woodfield
	Email	caz@littlegreenhousenursery.co.uk
Deputy Manager	Name	Molly Davis
	Email	molly@littlegreenhousenursery.co.uk
Designated Safeguarding Lead (DSL)	Name	Caz Woodfield
	Email	caz@littlegreenhousenursery.co.uk
Deputy Designated Safeguarding Lead (DDSL)	Name	Molly Davis
	Email	molly@littlegreenhousenursery.co.uk
Board Safeguarding Lead (BSL)	Name	Pennie Akehurst
	Email	pennie@minoaeeducation.com
Special Educational Needs Coordinator (SENCO)	Name	Hollie Robinson
	Email	hollie@littlegreenhousenursery.co.uk
Health & Safety Officer (HSO)	Name	Molly Davis
	Email	molly@littlegreenhousenursery.co.uk
Deputy Health & Safety Officer (DHSO)	Name	Hollie Robinson
	Email	hollie@littlegreenhousenursery.co.uk
Emergency Safety Officer (ESO)	Name	Hollie Robinson
	Email	hollie@littlegreenhousenursery.co.uk
Deputy Emergency Safety Officer (DESO)	Name	Caz Woodfield
	Email	caz@littlegreenhousenursery.co.uk
Behaviour Support Officer (BSO)	Name	Hollie Robinson
	Email	hollie@littlegreenhousenursery.co.uk
Data Protection Officer (DPO)	Email	dataprotection@minoaeeducation.com

External Contact Directory

Key Contact	Contact Details	
Domestic Abuse Advice Line	Telephone	0808 200 0247
Early Years Funding	Telephone	01743254567
	Email	nef@sgropshire.gov.uk
Emergency Services	Telephone	999
Health Protection Team (HPT)	Telephone	0344 225 3560
	Email	BAT@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	0345 678 9021
	Email	lado@shropshire.gov.uk
Local Resilience Forum (West Midlands)	Email	lrf_coordinator@westmidlands.police.uk
Multi Agency Safeguarding Hub (compas) - i.e., Children's Social Services	Telephone	0345 678 9021
	Email	shropcom.headofsafeguarding@nhs.net
The National Society for the Prevention of Cruelty to Children (NSPCC)	Telephone	0808 800 5000
	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
Shropshire Council Prevent Team	Telephone	0800 011 37 64
UK Health Security Agency (UKHSA)	Telephone	020 7654 8000
	Email	enquiries@ukhsa.gov.uk