



Policy Directory

Organisational Contact Directory and Responsibilities Overview

Key Contact	Contact Details	
Nursery Telephone Number	Telephone	01903 233655
Nursery Manager (shared roll)	Name	Hayley Brown
	Email	hayley.brown@woodstockdaynursery.co.uk
Nursery Manager (shared roll)	Name	Vicky George
		vicky.george@woodstockdaynursery.co.uk
Designated Safeguarding Lead (DSL)	Name	Vicky George
	Email	vicky.george@woodstockdaynursery.co.uk
Deputy Designated Safeguarding Lead (DDSL)	Name	Hayley Brown
		hayley.brown@woodstockdaynursery.co.uk
Special Educational Needs Coordinator (SENCO)	Name	Vicky George
		vicky.george@woodstockdaynursery.co.uk
Deputy Special Educational Needs Coordinator (DSENCO)	Name	Victoria Chapman
Health & Safety Officer (HSO)	Name	Hayley Brown
	Email	hayley.brown@woodstockdaynursery.co.uk
Deputy Health & Safety Officer (DHSO)	Name	Freya Pain
Emergency Safety Officer (ESO)	Name	Hayley Brown
	Email	hayley.brown@woodstockdaynursery.co.uk
Deputy Emergency Safety Officer (DESO)	Name	Vicky George
	Email	vicky.george@woodstockdaynursery.co.uk
Board Safeguarding Lead (BSL)	Name	Pennie Akehurst
	Email	pennie@minoaeducation.com
Early Years Director	Name	Clare Robinson
	Email	clare@minoaeducation.com
Company Director	Name	Leopold Palmer
	Email	leopold@minoaeducation.com
Company Director and Nominated Individual	Name	Kate Bygott-Webb
	Email	kate@minoaeducation.com
Safeguarding and Health and Safety Lead	Name	Rosie Lewis
	Email	rosie@minoaeducation.com

External Contact Directory

Key Contact	Contact Details	
Domestic Abuse Advice Line	Telephone	0808 200 0247
Early Years Funding	Telephone	01243 777807
	Email	family.info.service@westsussex.gov.uk
Early Years and Childcare Team	Telephone	01243 777807
	Email	family.info.service@westsussex.gov.uk
Early Years Inclusion Team	Telephone	01243 777807
	Email	eyfinclusionteam@westsussex.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	0330 222 6450
	Email	lado@westsussex.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	01403 229 900
Family Front Door - i.e., Children's Social Services <i>Out of Hours and Weekends</i>	Telephone	0330226664
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 Worthing	Telephone	08000113764
UK Health Security Agency (UKHSA)	Telephone	020 7654 8000
	Email	enquiries@ukhsa.gov.uk