



Policy Directory

Organisational Contact Directory and Responsibilities Overview

Key Contact	Contact Details	
Nursery Telephone Number	Telephone	01672515763
Designated Emergency Phone Line	Telephone	07735548790
Nursery Manager	Name	Nina Richards
	Email	nina@willowtreemildenhall.com
Deputy Manager	Name	Etta Amor
	Email	etta@willowtreemildenhall.com
Designated Safeguarding Lead (DSL)	Name	Etta Amor
	Email	etta@willowtreemildenhall.com
Deputy Designated Safeguarding Lead (DDSL)	Name	Nina Richards
	Email	nina@willowtreemildenhall.com
Board Safeguarding Lead (BSL)	Name	Pennie Akehurst
	Email	pennie@minoaeducation.com
Special Educational Needs Coordinator (SENCO)	Name	Miranda Granger
	Email	senco@willowtreemildenhall.com
Deputy Special Educational Needs Coordinator (DSENCO)	Name	Nina Richards
	Email	nina@willowtreemildenhall.com
Health & Safety Officer (HSO)	Name	Sarah Patterson
	Email	sarah@willowtreemildenhall.com
Emergency Safety Officer (ESO)	Name	Sarah Patterson
	Email	sarah@willowtreemildenhall.com
Deputy Emergency Safety Officer (DESO)	Name	Etta Amor
	Email	etta@willowtreemildenhall.com
Behaviour Support Officer (BSO)	Name	Sian Lewis
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