



Policy Directory

Organisational Contact Directory and Responsibilities Overview

Key Contact	Contact Details	
Nursery Telephone Number	Telephone	01384 212539
Designated Emergency Phone Line	Telephone	07718958525
Nursery Manager	Name	Becky Butler
	Email	becky@treetopsnurserydudley.co.uk
Deputy Manager	Name	Emma Bamford
	Email	emma@treetopsnurserydudley.co.uk
Designated Safeguarding Lead (DSL)	Name	Becky Butler
	Email	becky@treetopsnurserydudley.co.uk
Deputy Designated Safeguarding Lead (DDSL)	Name	Emma Bamford
	Email	emma@treetopsnurserydudley.co.uk
Board Safeguarding Lead (BSL)	Name	Pennie Akehurst
	Email	pennie@minoaeeducation.com
Special Educational Needs Coordinator (SENCO)	Name	Emma Bamford
	Email	emma@treetopsnurserydudley.co.uk
Deputy Special Educational Needs Coordinator (DSENCO)	Name	Shonah O'Connell
	Email	info@treetopsnurserydudley.co.uk
Health & Safety Officer (HSO)	Name	Becky Butler and Emma Bamford
	Email	becky@treetopsnurserydudley.co.uk
Emergency Safety Officer (ESO)	Name	Becky Butler
	Email	becky@treetopsnurserydudley.co.uk
Deputy Emergency Safety Officer (DESO)	Name	Emma Bamford
	Email	emma@treetopsnurserydudley.co.uk
Behaviour Support Officer (BSO)	Name	Kirsty Postin
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 (Dudley)	Telephone	01384 814398
	Email	fis.cs@dudley.gov.uk
Emergency Services	Telephone	999
Health Protection Team (HPT)	Telephone	03442253560
	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	01384 813110
	Email	allegations@dudley.gov.uk
Local Resilience Forum (West Midlands)	Email	lrf_coordinator@west-midlands.police.uk
The Front Door - i.e., Children's Social Services	Telephone	0300 555 0050
	Email	childrens.services@dudley.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	0800 008 6516
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
Dudley Council Prevent Team	Telephone	0800 011 3764
	Email	community.safety@dudley.gov.uk
UK Health Security Agency (UKHSA)	Telephone	020 7654 8000
	Email	enquiries@ukhsa.gov.uk