



<b>Policy No:</b> SJD/ORG/25	<b>Authorised by:</b> Davina Powell	<b>Review Date:</b> 10 <sup>th</sup> August 2023
<b>Policy Date:</b> 12th April 2021		<b>Date of Next Review:</b> 10 <sup>th</sup> February 2024
<b>ON-CALL EMERGENCY PROCEDURE</b>		

In the event of an incident or emergency during working hours,

First notify:

**Davina Powell**, Service Manager. **07359074484**

Davina is also the Designated Safeguarding Lead.

If the manager is unavailable then contact

**Joan Edwards** – Responsible Individual: **07958532666**

OR

**Sharon Powell** – Director: **07462652637**

#### OUTSIDE NORMAL WORKING HOURS

The On-Call procedure is as follows:

For non-emergencies the call can wait until the next day when the manager is on duty.

In an emergency the first point of contact is the Service Manager unless otherwise indicated in the Movement Book or Risk Assessment.

In all circumstances the Service Manager can be contacted for advice & support, day or night, except during periods of Annual Leave, sickness, or otherwise indicated prior to her absence.