

# Appendix 1

## Template contacts and responsibilities form

### Special Educational Needs and Disability (SEND) Contacts and Responsibilities

This document should be viewed in conjunction with the SEND Policy  
<http://www.ohacademy.co.uk/key-info/policies>

Last updated: September 2022

| Academy roles                                    |  |   |
|--|--|---|
| Role   | Designated person                                | Contact Details   |
| SENCO  | Janet Upton                                      | 01493 661355<br><a href="mailto:office@ohacademy.co.uk">office@ohacademy.co.uk</a>                  |
| Principal  | Kristy Redhead                                   | 01493 661355<br><a href="mailto:office@ohacademy.co.uk">office@ohacademy.co.uk</a>                  |
| SEND Governor                                    | Jackie Cutchey                                   | 01493 661355<br><a href="mailto:office@ohacademy.co.uk">office@ohacademy.co.uk</a>                  |
| Other senior leader with responsibility for SEND | Kristy Redhead                                   | 01493 661355<br><a href="mailto:office@ohacademy.co.uk">office@ohacademy.co.uk</a>                  |
| Pastoral support lead                            | Paula Milham                                     | 01493 661355<br><a href="mailto:office@ohacademy.co.uk">office@ohacademy.co.uk</a>                  |
| Designated safeguarding lead                     | Kristy Redhead                                   | 01493 661355<br><a href="mailto:office@ohacademy.co.uk">office@ohacademy.co.uk</a>                  |
| Designated teacher for looked after children     | Kristy Redhead                                   | 01493 661355<br><a href="mailto:office@ohacademy.co.uk">office@ohacademy.co.uk</a>                  |
| External agencies                                |  |   |
| Role   | Information                                      | Contact Details   |
| Educational Psychologist                         | Norfolk Information Advice and Support Services  | <a href="mailto:norfolksendiass@norfolk.gov.uk">norfolksendiass@norfolk.gov.uk</a>                  |
| Local SEND Information & Support Services        | Norfolk Information Advice and Support Services  | <a href="mailto:norfolksendiass@norfolk.gov.uk">norfolksendiass@norfolk.gov.uk</a>                  |
| Local Authority SEN Team                         | Norfolk Information Advice and Support Services  | <a href="mailto:norfolksendiass@norfolk.gov.uk">norfolksendiass@norfolk.gov.uk</a>                  |
| Behaviour Support Team                           | Norfolk Information Advice and Support Services  | <a href="mailto:norfolksendiass@norfolk.gov.uk">norfolksendiass@norfolk.gov.uk</a>                  |
| Sensory Impairment Service                       | Norfolk Information Advice and Support Services  | <a href="mailto:norfolksendiass@norfolk.gov.uk">norfolksendiass@norfolk.gov.uk</a>                  |
| IPSEA  | Independent Provider of Special education Advice | <a href="https://www.ipsea.org.uk/">https://www.ipsea.org.uk/</a>                                   |
| Council for Disabled Children                    | Advice & resources for professionals and parents | <a href="https://councilfordisabledchildren.org.uk/">https://councilfordisabledchildren.org.uk/</a> |