

While you are on site:

Health and safety:

- Move calmly through the school.
- Close the gates and the doors after yourself.
- Keep your mobile phone in your bag or pocket — **don't make calls, take photos or videos on nursery school premises** — and take headphones off. If you need to make a call during nursery hours, please speak to the office staff and they will arrange this for you.
- **Smoking is not permitted on site.**
- Tell the office staff if you see anything on site about the building that concerns you.

Toilets:

- The adults' toilet is in the main nursery.
- The accessible toilet is in the main nursery.

Food and rest:

- Please don't eat, drink or chew gum in the main nursery.
- You may eat your lunch in the staff room.

Accident or illness:

- If you have an accident or feel unwell, please ask a member of staff for First Aid. All nursery staff have basic First Aid training. There are pictures of those who have extended training on the walls in the front lobby and in the nursery.
- When you are well enough, please report to the school office, where you may be asked to fill out a form.

What to do when you leave:

- **Sign out** and hand in your badge.

What to do in an emergency:

Fire:

- Leave the building calmly and promptly by following the green FIRE EXIT signs.
- Assemble on the long entrance path.
- Answer clearly as the register is called.
- Do not go back into the building until a member of staff tells you it is safe to do so.

Lockdown:

- Staff will calmly say 'We are in Lockdown.'
- Go into the nursery building quickly and calmly.
- Help staff to close and lock windows and doors. Follow staff instructions and move to a position away from sightlines from external windows/doors.
- Staff will knock on the door of 'engaged' toilets if a Lockdown happens. If you are inside you should come out and go to the main nursery.
- Help staff to keep the children quiet and calm.
- Do not use your mobile phone unless you are asked to do so by the senior member of staff present.
- Stay calm and quiet until the senior member of staff signals the all clear.



Keeping children safe;
keeping you safe
Contractors

Thank you for the work
you will be carrying out on site today.
We are committed to keeping
all children and adults safe on site.

What to do when you arrive:

- **Maintenance work must be carried out before children arrive at 8am or after they have gone at 6pm.** If this is not possible, you must agree your working hours with Hasina Rashid, our Business Manager or be accompanied by a member of staff, which may not be possible.
- Show your **DBS number** to the office staff. We no longer copy certificates in line with data protection guidelines.
- **Sign in**, collect your badge and wear it. **Wear your company lanyard.**
- If you need one, complete a **Permit to Work** form.
- **Put away your mobile phone** and take off any headphones.
- Take note of the **fire exits** and the **fire assembly point** as you go through the building.
- Tell the office team if you will need **help to leave safely** if an emergency happens while you are here.



Waltham Forest

What we do to keep children safe (safeguarding):

- We only employ staff once we have made thorough checks that they are suitable to work with children.
- Regular safeguarding training makes sure that staff know how to raise any concerns about children, other staff members or working practices.
- All staff have regular first aid training. We display photos of the staff who have extended First Aid training.
- All visitors sign in and sign out so that we know exactly who is on the premises and why.
- All students understand our practices, and are observed and mentored by experienced staff.

- Nappy changing is monitored closely, children are never changed in totally enclosed private areas. They are only changed by members of staff.
- Children always have access to drinking water
- In hot weather we will apply fragrance-free sunscreen.

- Staff may only use mobile phones in the staff room when they are on a break.
- We take children's photos only with their agreement and with the written consent of their parents or carers.
- Children can only access the internet for short amounts of time, with adults present and through a filter that blocks unsafe sites.
- A daily check of the premises helps keep everyone safe from clear hazards; regular thorough checks of equipment including electrical equipment tell us when we need to fix things that aren't obviously broken.
- We test our Fire Alarms regularly and we hold fire drills at least termly.
- We use CCTV to record our reception areas.

What we do if we have a concern about a child (child protection):

We believe that a concern is not an accusation. If we have a concern about a child, this is what we do:

1. Talk to you (if the child is yours).
2. In some cases we will ask for advice from the MASH team (Multi Agency Safeguarding Hub).
3. We record the concern.
4. We follow up concerns later on to ensure that any support needed has had an effect.
5. We only share that information with staff who work directly with the child.

Our safeguarding leaders



Helen Currie
Executive Head Teacher
Designated
Safeguarding Lead



Margaret Rees
SENCo
Deputy Designated
Safeguarding Lead

Keri Rose
Early Years
Practitioner
Deputy Designated
Safeguarding Lead



Pauline France,
Chair of Governors

What to do if you have a concern about a child (child protection):

- If your concern is about a child, please inform:

Helen Currie
Executive Head Teacher
Designated Safeguarding Lead



or Margaret Rees
SENCo
Deputy Designated Safeguarding
Lead

or Keri Rose
Early Years Practitioner
Deputy Designated Safeguarding Lead
(Tea Time Club/Playscheme)

- If your concern is about a member of staff, talk to Helen Currie or Naline Sabaroché (Senior Teacher).
- If your concern is about a Senior Teacher, talk to Helen Currie.
- If your concern is about the Executive Head Teacher, talk to:

Pauline France,
Chair of Governors



- If your concern is about the Chair of Governors, call 020 8496 3206 to talk to the Divisional Director of Children and Families at LBWF.
- If it is outside of nursery hours ring the MASH team on 020 8496 2317.