

For your comfort:

Toilets:

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

Food:

- Please don't eat, drink or chew gum in the school.

Our safeguarding leaders:



Helen Currie
Executive Head Teacher,
Designated Safeguarding Lead



Margaret Rees
SENCo
Deputy Designated
Safeguarding Lead



Keri Rose
Senior Early Years
Practitioner
Deputy Designated
Safeguarding Lead

Pauline France,
Chair of Governors

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.

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.

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.

What to do when you leave:

- Sign out and hand in your badge.



Keeping children safe;
keeping you safe
**Parents, carers
and visitors**

The safety and wellbeing of all our children is of utmost importance to Low Hall Nursery School. All staff, governors, parents, carers, contractors, volunteers and visitors have an active role to play in protecting our pupils from harm. The children's welfare is our paramount concern.

This leaflet tells you:

- what we do to keep all our children safe
- what we expect you to do
- who our safeguarding leaders are
- what you should do if you are concerned about a child
- how we expect you to keep yourself safe

What to do when you arrive:

- Please read this leaflet.
- Put away your mobile phone and take off any headphones.
- If you are staying, sign in, collect your badge and wear it.
- Take note of the fire exits and where the fire assembly point is 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 expect you to do to keep children safe:

- Move calmly through the school.
- Tell us if you have an accident in 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.

- Don't come more than 5 minutes early for a session.
- Be sure to tell us who can pick up your child every day and in special circumstances. We won't allow a child to be collected by someone who is unfit through drugs or alcohol, or who is unknown to us.
- If any of your phone numbers or your emergency phone numbers change, tell us straight away.

- Discuss your child regularly with a Key Person, talk about what their needs are and how we can meet them (including medical needs, allergies or any special requirements). We will ask for a doctor's letter to confirm allergies.
- If your doctor prescribes your child medicine that they must take during nursery hours, fill out the form 'Parental Agreement to Administer Medicines' from the office. We can only administer medicine that has been prescribed by a doctor and labelled with the child's name by the chemist.

What we do if we have a concern:

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

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

What to do if you have a concern about a child:

- If the concern is about your child, talk to your key person.
- If it is not about your child, discuss the matter with Designated Safeguarding Lead, Helen Currie (Executive Head Teacher), or with a Deputy Designated Safeguarding Leader: Keri Rose (Tea Time Club/Playscheme) or Margaret Rees (SENCo):



- If your concern is about a member of staff, talk to Helen Currie, or Margaret Rees (SENCo):



- 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.