



## Visitors

### Keeping children safe; keeping you safe

The safety and wellbeing of all our children is of utmost importance to us, and everyone has an active role to play.

#### When you arrive:

- When you arrive, sanitise your hands.
- Sign in, collect your badge and wear it, as well as your mask.
- Put away your mobile phone and take off any headphones. Don't make calls, take photos or videos on nursery school premises.
- 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.

#### While you are in school:

- Move calmly through the school, keeping 2 m between yourself and others.
- If you sneeze, use the tissues and bins provided to 'Catch it, bin it, kill it'
- Don't eat, drink or chew gum.
- Close the gates and the doors after yourself.
- Tell us if you have an accident.

#### When you leave the building:

- Sanitise or wash your hands, sign out and hand in your badge.



## If we have a concern about a child:

We believe that a concern is not an accusation. If we have a concern about a child, this is what we do. It is called '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 this information with staff who work directly with the child.

How  
to find us

There are photos of all staff in the lobby. If you can't find who you are looking for, call 020 8520 1689 and make an appointment.

## If you have a concern about a child:

If the concern is about your child,  
talk to their key person.

If the concern is about another child, discuss it with Designated Safeguarding and Online Safeguarding Lead, Helen Currie (Executive Head Teacher), or with a Deputy Designated Safeguarding Leader: Naline Sabaroche or Lindsay Read (in term time), Sarah Tansley (Playscheme)

If your concern is about a member of staff, a student or a volunteer, talk to Helen Currie or Naline Sabaroche (Senior Teacher)

If your concern is about the 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 school is closed and you feel that a child or young person is at immediate risk of harm, call the Police on 999 and ask for immediate assistance. You can also call 101 at any time.

If the risk is less immediate and school is closed, call the MASH team on 020 8496 2317.

