



Families

Keep children safe.
Keep yourself safe.



The children's safety and wellbeing
are the most important things in our schools.

Talk to us:

- If you're not picking up your child, tell us who is.
- We won't let a child be collected by someone we don't know, or who is unfit through drugs or alcohol.
- Tell us straight away if your phone numbers or your emergency phone numbers change.
- Talk to your child's Key Person often. Tell them your child's needs and how we can meet them. This includes medical, allergies, or other special requirements. We need 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'. Get this from the office. We can only administer medicine that is prescribed by a doctor and labelled with the child's name by the chemist.

Visiting school:

- If you are staying, sign in, collect your **badge**, and wear it.
- Put away your **phone** and take off **headphones**. Only use your phone in the nursery school when we say you can.
- In an emergency, will you need help to leave? Tell us now.
- Note the **fire exits** and the **fire assembly point** on the long path.
- The adults' toilet, the accessible adults' toilet, and the nappy change facility are in the main nursery room.
- **Sneeze?** Use our tissues and bins: 'catch it, bin it, kill it'.
- **Don't** eat, drink or chew gum, smoke or vape.
- Close the **gates** and the **doors** carefully after yourself.
- When you leave, **hand in your badge** and **sign out**.

If we have a concern about a child:

This is what we do. It is "child protection":

1. If it's about your child, we talk to you.
2. In some cases we ask for advice from the MASH team.
MASH means "Multi Agency Safeguarding Hub".
3. We record the concern and we put support in place.
4. We follow up concerns later. We do this to make sure the support has done what we all wanted.

We only share this with staff who work directly with the child.

Who we are and how to find us

Photos of all staff are on the wall on the way in.

Can't find someone? Ask a member of staff, ask in the office, or call **020 8520 1689** to make an appointment.

If you have a concern:

The **Designated Safeguarding and Online Safeguarding Lead** is **Helen Currie**, the Executive Headteacher.

The Deputy Designated Safeguarding Leads are **Nalinee Sabaroche**, Assistant Headteacher **Lindsay Read**, **Uzma Hanif**, and **Sarah Davies**.

About **your child**? ➡ Talk to your key person.

Term time: talk to **Helen**, **Nalinee**, or **Lindsay**.

About **another child**? ➡ Playscheme: talk to **Sarah**.

After School Club: talk to **Uzma**.

About a **staff member**, a **student**, or a **volunteer**? ➡ Talk to **Helen** or **Lindsay**.

About the **Assistant Head**? ➡ Talk to **Helen**.

About the **Headteacher**? ➡ Talk to Chair of Governors, **Abrar Malik**.

About the **Chair of Governors**? ➡ Call **020 8496 3206**. Ask for the **Divisional Director of Children and Families** at LBWF.

When school is closed:

Is a child or young person about to get hurt? ➡ Call **999**. Ask for the **Police** and say you need "immediate assistance".
At **any time**, call **101**.

Is the risk **less urgent**? ➡ Call the **MASH team** on **020 8496 2310**.

What to do in an emergency:

Fire:

- Leave the building calmly and promptly by following the green FIRE EXIT signs.
 - Assemble on the long path.
 - Answer clearly when we call the register.
 - Only go back inside when a staff member says it's safe.
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Accident or illness:

- Have an accident or feel unwell? Ask a member of staff for First Aid. All nursery staff have basic First Aid training.
 - When you are well enough, please go and tell the school office. They might ask you to fill in a form.
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Critical incident:

- If there's a sudden threat, staff say 'We are in Lockdown.'
- Go inside quickly and calmly.
- Help staff to close and lock windows and doors. Do what they ask you to do. Move away from sightlines from external windows/doors and stay there.
- Staff will knock on the door of 'engaged' toilets. If you are inside, come out and go to the main nursery room.
- Help staff to keep the children calm.
- Only use your mobile phone if the senior member of staff asks you to.
- Stay calm and quiet until the senior member of staff signals the 'all clear.'