



## Supply staff

Keep children safe.  
Keep yourself safe.



### Our values

Children have rights to play, learn, and be heard.

Parents/carers are a child's first educators.

Teamwork and leadership are essential in delivering quality.

Children make progress when professionals work together and share information.

We believe in being ethical, respectful and tolerant.

### Arriving:

- **Be punctual.** We need supply staff to **arrive as soon as possible after 8.30am.**
- Sign in, collect your **badge**, and wear it.
- Show your **DBS certificate** to the office staff.
- **Switch off your phone** and take off **headphones**. If you aren't given a **locker**, the office can lock your **phone in the safe**. You can **use it in the staff room at break time**.
- In an emergency, will you need **help to leave**? **Tell us now.**



[www.fans.waltham.sch.uk](http://www.fans.waltham.sch.uk)



## Health and wellbeing:

- Note the **fire exits** and the **fire assembly point** on the long path.
- The **adults' toilet** and the **accessible adults' toilet** 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 in or near school.
- Close the **gates** and the **doors** carefully after yourself.
- When you arrive and before you leave **wash your hands** for 20 seconds.
- The staff room has a **fridge, microwave, tea and coffee**, as well as **places to sit**.
- Tell us if you have an **accident** or become **ill**.

**Tell us  
if you see  
anything on site  
that  
doesn't look right  
or any practice  
you aren't sure of.**

**Who we  
are**

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

## Safeguarding:

Concerned about  
**a child?**



Talk to Executive Headteacher  
**Helen**,  
to SENDco **Nalinee**, or  
to Assistant Headteacher,  
**Lindsay**.

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



**Helen Currie**  
DSL  
& Online DSL



**Nalinee Sabaroche**  
Deputy DSL



**Uzma Hanif**  
Deputy DSL



**Lindsay Read**  
Deputy DSL

If a child needs changing, tell a member of staff .  
You can't provide personal care to the children.

## Leaving

- If you leave the building at lunch time, **sign out**.
- When you leave for the day, **hand in your badge** and **locker key**. Collect your **phone from the safe**.
- **Sign out**.

## 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.'