



## Visitors

Keep children safe.  
Keep yourself safe.



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

### When you arrive:

- Sign in, collect your **badge**, and wear it.
- Put away your **phone** and take off **headphones**. Don't use your phone in the nursery school.
- In an emergency, will you need help to leave? Tell us now.

### While you are in school:

- Move calmly through the school.
- Note the **fire exits** and the **fire assembly point** by the gate into the Walthamstow School for Girls car park.
- The adults' toilet, the accessible adults' toilet, and the nappy change facility are in the lobby.
- **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.
- Tell us if you have an **accident**.

### When you leave:

- Hand in your badge.
- Sign out.

**Ofsted**  
Outstanding  
Provider

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

  
Waltham Forest

## If we have a concern about a child:

When 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.
4. We put support in place.
5. We follow up concerns later. We do this to make sure the support has done what we all wanted.

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

### Who we are and how to find us

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

The Deputy Designated Safeguarding Leads are **Pat English, Lindsay Read, and Sarah Davies**.

There are photos of all staff on the wall in the garden.

If you can't find someone, ask a member of staff.

If the person isn't around, ask in the office or call **020 8520 4919** and make an appointment.

## If you have a concern:

- About **your child**? ➡ Talk to your key person.
- About **another child**? ➡ Term time: talk to **Helen, Pat**, or to Assistant Headteacher **Lindsay Read**.  
Playscheme: talk to **Sarah Davies**.
- About a member of **staff**, 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,
- 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".
- 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 in the garden by the gate into the Walthamstow School for Girls car park.
  - 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.'