



Supply staff

Keeping children safe; keeping you safe



Our principles

1. Protecting children's rights to play and learn and have a voice
2. Keeping parents involved in children's development
3. Governors and staff leading the way on quality
4. Working in partnership with health professionals and schools
5. 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 always. **Switch off your mobile phone** and take off headphones. If you aren't given the key to a locker please hand your phone in to the office to be locked in the safe. You can use your phone in the staff room at break time.
- Show your **DBS certificate** to the office staff.
- Take note of the **fire exits** and the **fire assembly point** 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.

Health and well-being

- When you arrive and before you leave, sanitise your **hands** or wash them for 20 seconds.
- If you **sneeze**, use the tissues and bins provided to 'catch it, bin it, kill it'.
- **Smoking** and **vaping** are not permitted anywhere on or near the school site.
- Don't eat, drink or chew **gum** in class.
- There are adults' **toilets** in the staffroom and in the lobby; the accessible adults' toilet is in the main lobby.
- The **staff room** has a fridge, microwave, tea and coffee, as well as places to sit.
- Tell us if you have an **accident**, or if you see something about the site that concerns you.

Ofsted
Outstanding
Provider

Who
is
who

There are photos of all staff by the back door in the garden.


Waltham Forest

Emergencies

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 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.
- When you are well enough, please go to the school office. We may ask you to fill out a form.

Critical incident:

- In the event of a sudden threat happening, staff will say calmly '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 critical incident happens. If you are inside you should come out and go to the main nursery.
- Help staff to keep the children calm.
- Do not use your mobile phone unless you are asked to by the senior member of staff present.
- Stay calm and quiet until the senior member of staff signals the 'all clear'.

Safeguarding

If you have a concern about a child, discuss it with Designated Safeguarding and Online Safeguarding Lead, **Helen Currie** (Executive Headteacher) or with one of the Deputy DSLs., Lindsay Read or Pat English



Helen Currie
DSL
& Online DSL



Lindsay Read
Deputy DSL



Pat English
Deputy DSL

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

Leaving

- Sanitise your **hands** or wash them for 20 seconds.
- Always **sign out** when you leave the building, including at lunch time.
- At home time hand in your **badge** and **locker key** and collect your **phone** from the safe.