



Welcome To Brougham Street Community Nursery School

Security

- You must sign in and sign out at reception.
- Mobile phones and smart watches are not permitted in the classroom. They must be on silent and kept in a locker or in the office.
- Do not allow anyone to tailgate you into the building.

Accidents

- Lists of first aiders are displayed outside of the classrooms
- If a child/adult has an accident while in the school immediately bring to the attention of the staff team present.

Personal Health

- Please do not enter the building if you have or suspect you have coronavirus.
- If you become unwell during the day, please inform the room lead or a member of the senior leadership team.
- If you have any medical needs/conditions we need to know about to ensure your safety, please inform the office

Communication

- We follow a 'total communication approach'.
- You will be given a set of picture communication cards, try to use them. The staff team in the room will support you.
- If you know any Makaton we encourage you to use it as you speak.

In Case of Emergency

The first duty of all concerned is to prevent injury or loss of life.

In the event of FIRE:

- Follow the evacuation procedure which is displayed in each room. The room leader will take the register with them.

In the event of OTHER INCIDENTS/EMERGENCIES

- The most senior person in the school will be responsible for assessing the situation and will act accordingly.
- In an emergency of any type, all staff members must be available to implement procedures, even whilst on break.
- If full evacuation, follow the evacuation procedure to the playground.
- The office will take emergency contact numbers for the whole school (staff and children) so that parents can be contacted.

Health and Safety

- Please inform reception staff ASAP if you notice any problems with the building or equipment.

Safeguarding and Child Protection



Safeguarding is everyone's responsibility

Safeguarding Team

- Designated Safeguarding Lead (DSL)
 - Alison Stewart
- Deputy Designated Safeguarding Lead
 - Ayesha Bridge
- Designated Persons
 - Beccy Robinson
 - Nikki Ingham
- Governor Responsible for Safeguarding
 - Anne-Marie Merrifield
- The Local Area Designated Officer (LADO)
The Officer LADO is responsible for managing allegations against adults who work with children.
 - 01609 533080

Everyone at Brougham Street Community Nursery School works to ensure that children are kept safe by:

- Providing a safe environment for children and young people to learn
- Identifying children who are suffering or likely to suffer significant harm, and taking appropriate action, with the aim of making sure they are kept safe, both at home and at school.

Guidelines for Staff & Visitors

If you think that a child is in need because they are suffering or likely to suffer significant harm, you **MUST** do the following:

- Make a note of what you have seen or been told on CPOMS. If you are a visitor, ask a staff member to do this.
 - If you are wondering if you should add it to CPOMS, add it.
 - Don't make assumptions - keep an open mind.
 - Don't ask leading questions, only simple and open questions - Who? What? Where? When?
 - Don't physically examine the child (other than in an emergency when no first aider is available).
 - Don't take photographs of the child, or part of the child.
 - NEVER promise to keep "secrets".
 - Be discrete - Do or say nothing that may place the child or yourself at risk.
 - Act quickly, share information with the designated person or member of the safeguarding team,
 - If your concern relates to a member of staff this **MUST** be shared with the designated person, nothing should be said to the colleague involved.
- Know your procedures. They are your boundaries. They are there to protect you as much as to protect children.