



Safeguarding information for visitors

Welcome to Lea Nursery School

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play (Keeping Children Safe in Education, DfE 2022).

Mobile Phones/ Smart Devices - Do not bring your mobile phones or smart devices into the nursery rooms. Should you need to use any IT equipment, or smart technology as part of your role you must gain permission from the Headteacher, or Deputy Head Teacher. Items not permitted may be left in the school office, or in an assigned locker.

On arrival

- All visitors should be prepared to provide formal identification and, where required, evidence of their Disclosure and Barring Service (DBS) Check
- All visitors must sign in and wear the ID provided upon signing in – this must be worn and kept visible at all times while on site
- Where visitors have parked on school site, they must ensure their registration details are provided when they sign in
- All visitors must sign out and hand in the ID provided when leaving the school site
- Leading on from the Covid-19 pandemic the school is continuing to promote good hygiene practices to ensure that everyone on the school site is kept safe and well Please do not come enter the nursery if you have a temperature above 37.5°C.

What is Abuse? Abuse is maltreatment of a child. This may be neglect, any form of physical, emotional or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race or ability and may be inflicted on the child by an adult / adults or another child or children. What to do if you are worried about a pupil: You may observe something or become aware of information about a pupil which concerns you while you are in school. If you do, it is important that you share your concerns with the Designated or Deputy Designated Safeguarding Lead see overleaf for their details.

What to do if a pupil makes a disclosure:

- React calmly, listen without displaying shock, disbelief or making judgements
- Do not promise confidentiality – explain that you must share the information with the Designated Safeguarding Lead
- Reassure the pupil, but only so far as is honest and reliable
- Do not interrogate the pupil, ask leading questions or criticise the alleged perpetrator
- Report your concerns immediately to the Designated or Deputy Designated Safeguarding Lead
- At an appropriate time make accurate notes (record the date, time, place, your observations and exactly what the pupil has said)
- Follow the school Child Protection Policy and procedures at all times. Copies available on display in the nursery, online and on request at the school office.

What to do if you have concerns about a member of staff

If you are concerned about the conduct of a member of staff following something you have observed or a disclosure, you must report this to the Headteacher (or Deputy Headteacher in absence of the Headteacher). If your concern is about the Headteacher, you must report this to the Chair of Governors.

The school office / Reception will provide contact details for the Chair of Governors if you need them.

What to do to keep yourself safe

- Always speak to pupils calmly and respectfully
- Avoid physical contact with pupils unless you are preventing them from harming themselves or others
- Avoid being alone with any pupil – you should not do so unless there is a specific reason to do so and other staff are aware.
- Always tell someone if a pupil touches you or speaks to you inappropriately (record the incident, including the time and date, and give this to the Headteacher / Designated Lead)
- Never exchange personal contact details with a pupil or arrange to meet them outside of the school environment
- Never have contact with a pupil on social media
- Never use a personal mobile phone or camera around pupils
- Never discuss confidential information outside of school or on-line

Fire and emergency evacuation If the alarm sounds, exit by the nearest fire exit and make your way to the playground. Please wait there until you are given permission to re-enter the building.

If you discover a fire, please activate the alarm and inform a member of staff if possible.

First Aid

Many of our staff members are trained in First Aid. If you need assistance, please inform a member of staff. Visitors should not treat pupils unless in an emergency. In an emergency do not hesitate to call 999 for an ambulance.

Accidents and Incidents

Please report any accident to a member of staff / the school office.

Use of the school internet All users of the school systems and Wi-Fi must comply with data protection and safeguarding legislation and policy.

Relevant policy documents are available on our website and on request via our school office.

The Schools Data Protection Officer is The Schools People, who can be contacted by emailing DPOService@schoolspeople.co.uk or calling **01773 851 078**



Designated Safeguarding Leads



**Linda Stay - Headteacher
Lead DSL
07926770859**



**Barbara Turner - Designated
Governor For Safeguarding
07713352248**



**Seema Sharma - Deputy
Headteacher
Deputy DSL
01753 536492**



Concerns about staff will be reported to the LADO at Slough Borough Council:

The LADO can be contacted using the following details:

- Email: LADO@sloughchildrenfirst.co.uk
- Phone: 07927 681858 / 01753 690906

Emergencies/Concerns

If the child or young person requires immediate protection we will call 01753 875362 and send the electronic multi-agency **referral form** (MARF) to sloughchildren.referrals@sloughchildrenfirst.co.uk

For general enquiries we call 01753 477321 between 9am and 5pm.
For emergencies outside of Monday to Friday, 9am-5pm, we call the Emergency Duty Team on 01344 351999 email: EDT@bracknell-forest.gov.uk or dial 999.



David McIssacc - Chair of Governors
Contact details available upon request at our School office



Health and Safety/Finance/Office Manager - Sama Alsamarri

SENCO - Raluca Preda

Admin Officer - Chantal August