



It is everyone's responsibility to ensure that our children stay safe. Each person who works in the Nursery, or visits, shares that responsibility.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor. Please do not hesitate to talk to any member of staff if you are unclear about anything you read.

If you have concerns about the safety of any young person in our Nursery, you must report this to the Designated Safeguarding Lead.

For more information about our safeguarding procedures, please look on the safeguarding page of our website

**www.pippinspre-school.co.uk
or contact MASH
0345 155 1071**

Contacts

Designated Safeguarding Lead

Mrs Sharleen Treen

Deputy Safeguarding Leads

Mrs Michelle Dymond

Mrs Aldona Radomska

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**PIPPINS
PRE-SCHOOL
& NURSERY**



Everyone can SMILE

**Self-Confident Children
Maximising Potential
Individual achievements
Learning Environment
Excel and Achieve**

**Safeguarding
Advice**

for Visitors



On arrival at the Nursery you will be asked to sign in the visitors book, present ID if you are unknown and hand in your mobile phone.

Please do not be offended, this is in the interest of protecting our children.

In Case of Fire

In the unlikely event of the fire alarm sounding, please evacuate the Nursery, proceed to the assembly point at Higher Road Garages (opposite Francis Court).

Please exit by the front or back door directed by one of the management team.

What should I do if I am worried about a child?

If, whilst visiting the Nursery, you become concerned for any reason e.g.

- A comment made by a child
- You notice marks or bruises

Please report your concerns immediately to one of the designated leads.

What should I do if a child discloses he/she is being harmed?

- Record details as soon as possible, recording exact words and phrases used by the child. Forms for this purpose are available in every room in the Safeguarding folder.
- This form must then be given to the safeguarding lead who will deal with it in the appropriate way (it will only be discussed if more information is needed)
- Please sign and date all forms.

What should I do if the allegation is against a member of staff?

You should report the allegation to the Manager.

What should I do if the allegation is about the Manager?

Alert one of the Deputy Safeguarding Leads.

How do I ensure my behaviour is always appropriate?

Always ensure you are supervised by a member of staff.

Appropriate relationships with children are based on mutual trust and respect. Please do not photograph children, or give out your own personal details.

Please make sure you only use a mobile phone in the office area. Use of a phone when children are in the vicinity is prohibited.