

Fire safety and evacuation procedures

The fire alarm is a continuous siren. If you hear the siren please ensure that you and any children you are working with make your way onto the outdoor area at the rear of the building by the easiest/quickest route. Once in the outdoor area, please ensure that the children you are with line up under their group green sign and that you let Rachael Bailey/Ken Weed know that you have vacated the building.

Confidentiality

When you are in school you may hear or see something that is confidential. You must ensure that any information you see or hear about a child, remains confidential between you and the member of staff you are working with.

Additional information about our school is available on our school website <http://hadfieldnursery.co.uk/>

If you wish to contact the nursery please use the details provided below.



info@hadfield-nur.derbyshire.sch.uk



01457 852297

Thank you

Finally, thank you for the time that you give to Hadfield Nursery School. We really appreciate the work that you do and the better opportunities that our children have because of it.



Volunteer and Visitor Handbook 2022 – 2023

Welcome

A warm welcome and thank you for the time that you give to Hadfield Nursery School. The help that we receive, from people such as you, helps us to greatly improve the opportunities that we are able to give our children.

This handbook is designed to help all volunteers and visitors to enjoy their time at Hadfield Nursery School happily and safely by providing important and useful information for your reference. If after reading it, if you think of any other information that we could add to help future visitors or volunteers please let us know so that we can improve future versions of it.

Who is who?

There are over 20 members of staff that work at Hadfield Nursery School every day. However, some of the people that you will probably meet are

- Mr Ken Weed - Head Teacher and Designated Safeguarding Lead
- Mrs Rachael Bailey – Senior Business Assistant
- Mrs Diane Mottershead – Senior teacher and Deputy DSL
- Mrs Michelle Lewis – Family Liaison Officer and Deputy DSL

The School Day

Morning Session	8:30 – 11.30
Lunchbreak	11.30 – 12.40
Afternoon Session	12:40 – 3.40

You are welcome to make yourself a drink in the staff room and use the toilets that are located in the nursery opposite the main office.

The Nursery Building

Within our nursery school we have 2 year old children who learn upstairs in the mezzanine. This unit is accessed at the rear of the building through the children's centre. Downstairs, the 3 and 4 year old children learn through the use of adult directed inputs in the learning bays (around the outer edge of the building) and then use the inner part of the building to access free choice play activities. Children have free flow access to the outdoor area though the learning bay at the rear of the building.

Signing In and Out

When you come into the school please ensure that you sign in and collect a visitor's badge. You need to sign out and return the badge when you leave the building.

Safeguarding and Child Protection

All adults (including visitors and volunteers) at Hadfield Nursery School have a duty to protect the children in our care. If you are concerned about the safety or wellbeing of any child, or a child discloses information to you that shows they are, or could be at risk you have a duty to ensure that you inform the member of staff that you are working with as soon as possible. They will document your concerns on our CPOMS portal and this will be referred to our designated safeguarding leads – Ken Weed, Diane Mottershead and Michelle Lewis.

If you have any questions or concerns regarding the safeguarding of any children at Hadfield Nursery School, please speak with Ken Weed, Diane Mottershead or Michelle Lewis in the first instance or any member of staff.

Our safeguarding policy can be found on our school website – <http://hadfieldnursery.co.uk/wp-content/uploads/2021/11/child-protection-and-safeguarding-model-policy-2021-2022.pdf>

DBS (Disclosure and Barring Service) Checks

The DBS system is a checking system that we use to ensure that any adult at Hadfield Nursery School does not have a police record, evidencing that they are unable to work with children. You will need to have a DBS check carried out if you are involved in any of the following circumstances:

- You work directly with children, unattended or supervised. For example you may read a story with a child or play a game or activity with them.
- Teach a group of children

We need to see a copy of your DBS certificate before you are allowed to help at Hadfield Nursery School in any of the situations highlighted above. Gaining DBS clearance is relatively easy, so please do contact Rachael Bailey in the office and she can help to organise this for you.

Health and Safety and Injuries

If you notice something at Hadfield Nursery School that is damaged or may result in an injury, please ensure that you inform a member of staff. If you hurt yourself whilst on site, inform the member of staff that you are working with and they will ensure that a first aider treats your situation appropriately. There are first aid stations around the nursery and each have a full first aid kit. We will also need to complete an accident form.