

Hirst Wood Nursery School & Children's Centre

HEALTH & SAFETY NEWSLETTER 2016/17

For
Parents/Carers/Centre Users

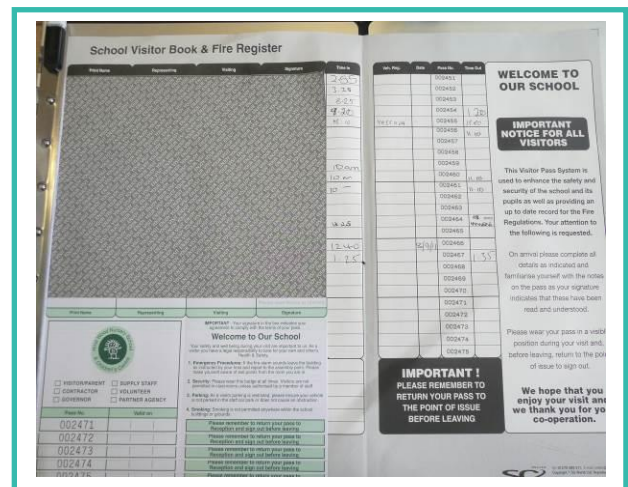
Please take the time to read this important information on the steps we take to ensure the safeguarding of your child.



Pram/cycle shelter

We have a buggy/pram shelter where you can leave prams and bicycles during your visit.

We would ask where possible that you do not take prams into the nursery - with the exception of sleeping babies or multiple non walkers - to ease congestion.



Safeguarding

There is a signing in book in the reception area for visitors to the nursery/centre.

We ask that any parents/carers who are remaining in the building for longer than the normal drop off/pick up time, sign in and wear your visitors pass whilst on the premises.

Please ensure you sign out on leaving!

Thank you

Clarence Road, Shipley BD18 4NJ.
Tel: 01274 584368 Fax: 01274 581569
Email: office@hirstwoodnsc.co.uk
www.hirstwoodnsc.co.uk

Headteacher: Mrs C S Martin





Door Entry systems

You will be let into school by reception staff on entry, but may be asked to wait in the reception area until sessions are due to start. The door to the nursery classes has a push button to enter, but a code when you exit.

To exit you would need to enter a number code, these are clearly displayed under the keypads on the exit doors.

Please remember not to let any child, other than ones you are responsible for, through the doors at any time.



Fire Procedures





On hearing the fire bells please make your way, quickly and calmly, to the nearest fire exit - which are sign posted throughout the school. Assembly points are identified on the grassed area and all parents/carers of school and centre must assemble at the 'Parents/Visitors' assembly point notice. Fire Evacuation Plans are on notice boards in each room.

Children in Nursery will be led by a member of staff to their appropriate point, please do not call your child - they **must** stay with their class group.

Clarence Road, Shipley BD18 4NJ
Tel: 01274 584368 Fax: 01274 581569
Email: office@hirstwoods.school.co.uk
Headteacher: Mrs R. J. Morgan

IMPORTANT INFORMATION

Please contact the following should you require first Aid Assistance or have any issues relating to Child Protection.

NAMED PERSON (Child Protection Issues)	FIRST AIDER (Accident or Injury)
 Rosemary Morgan Head Teacher (1)	 Richelle Borden Nursery Nurse Class 2 1st Aid at work
 Deborah Sharp SEN /Senior Teacher (2)	 Jan Vekaria Nursery Teacher Class 2 Paediatric First Aid
 Jayne Taylor Deputy Head Teacher (3)	 Jackie Grant Nursery Nurse Class 3 Paediatric 1st Aid
 Debbie Dean Business Manager (4)	 Susan Lenson Early Years Foundation Community Room Paediatric 1st Aid
 Alicia Wilson Child Protection Named Governor (5)	

Children's Centre Team
Family Support Workers will refer concerns direct to the contact point and inform the named person.



First Aiders/Named Persons

We have several First Aid (and Paediatric) trained members of staff. Each must review their training periodically and all are certified. We also have Named Persons within the school, who have received relevant training to deal with any Child Protection issues.

These details are displayed in the reception area and on a board outside each nursery classroom and in the community room.
Please take the time to look at these regularly.

Date	Time	Pupil Name	Class / Point	Location of Incident	First Aider
<p>IMPORTANT</p> <p>Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital.</p> <p>FOR THE ATTENTION OF THE PARENT / CARER</p> <p>Authorised Signature: _____</p>					
<p>INCIDENT / ILLNESS REPORT SLIP</p> <p>REPORT SLIP No. 003649</p>					

1st Wood Nursery School & Children's Centre
01274 584368



Wristbands

If your child has had a bump in nursery, an Incident Report Slip will be issued from your class with details of this incident and what treatment was given to your child. However, should your child bump their head, a wristband will be put on their wrist to alert you to the additional symptoms associated with this. Such as drowsiness, vomiting, impaired vision or excessive pain, and you may wish to consult a doctor or your local hospital.



Safety of Children on visits

You will always be notified when children will be leaving the premises on a visit or walk.

Each child is given a high visibility vest with the nursery schools name/logo and telephone number on and there will always be plenty of accompanying staff/volunteers with them.

Children will also be supplied with legionnaire style sunhats in summer, again with our logo on. However, we cannot supply or apply sun screen so this needs to be done before the child comes to Nursery, if required.

We hope this newsletter explains some of our procedures clearly but if you do have any questions regarding health and safety, please do ask.
We are here to help.

Debbie Dean, Business Manager

In the event of adverse weather, or any other emergency situation, where we may have to close please check the following places for information:

- Bradford Council Website www.bradford.gov.uk/bmdc
- Our Facebook page/Twitter feed (@HWNSCC)
 - Our website
www.hirstwoodnsc.co.uk
(this should be updated by 8.00am)

**We will also do our best to inform people via our text service (the message may show from HWNSCC)
as early as possible so please make sure if you have recently changed your mobile number that you let us know.**