



WELCOME TO
ST. WERBURGH'S PARK NURSERY
SCHOOL



VISITOR INFORMATION

Welcome

We would like to extend to you a very warm welcome to St. Werburgh's Park Nursery School. Please find below some information that may be helpful during your time here.

Safeguarding

All visitors who are not known to the school will be asked for their ID and depending on the reason for their visit we may also ask to see a current DBS form. All visitors are required to sign in at reception, sign out on leaving and wear a visitors badge at all times whilst they are here.

At St. Werburgh's Park Nursery School we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support and protection. Whilst visiting or working in our school we expect you to take care of our pupils and follow our procedures.

If you are concerned for a child's health, welfare or safety please speak to the Acting Headteacher, Mandy Collier-King (Designated Safeguarding Lead) or the Assistant Head or any member of the Senior Leadership Team immediately.

Do not question the pupil or try to secure evidence. Your responsibility is to report your concern, not to investigate.

If a pupil tells you something that suggests they are at risk of harm, allow them to tell you as much as they wish and then pass the information on as above.

If you become concerned about a pupil's immediate safety, notify the nearest member of staff and tell them why you are concerned.

A copy of our Safeguarding Policy is available on request from Reception.

Access

Unless arranged beforehand with a member of the management team, visitors/meeting/training delegates are not permitted to enter any rooms other than the room where the meeting is taking place nor are visitors permitted in the outside play areas without prior arrangement with management.

All contractors must report to reception and sign in in the Contractors Signing in book giving important site safety information. Contractors will not be allowed to start work until the Business Manager or Caretaker is aware they are on site.

Car Parking

We do not have a car park but there is parking immediately outside the school on Glenfrone Road and further along Glenfrone Road on the other side of the railway bridge. There are currently no resident parking zones in St. Werburgh's.

Disabled Access

We have a designated lay-by space outside the Nursery for disabled children/families. Also there are access parking spaces available in the Primary School car park next to the school. Should you require any further advice or assistance please ask in reception.

Fire Procedures

- On discovering a fire, raise alarm using break glass points in the corridor or classes.
- On hearing alarm, stop what is happening immediately and ensure everyone leaves the room calmly.
- On leaving the building and, if safe to do so, close doors/windows behind you.
- Everyone should line up at the designated assembly point – playground far fence..
- At the assembly point a roll-call will be taken and if anyone is missing this must be immediately reported to the Headteacher or Assistant Headteacher.
- Do not return to the building until the all clear has been given by the Chief Fire Officer or Headteacher.

First Aid

All accidents/injuries and near misses which occur on site must be reported to Reception and recorded on H&S Form 1. First Aid kits are located throughout the building and the names of First Aiders are displayed in each room.

Meetings

If you are facilitating a meeting/training session please use the registration sheet available from reception to register delegates so that they can be accounted for in the event of an emergency.

Smoking

All visitors should note that these premises and grounds are non-smoking areas.

Health and Safety

Hot drinks must not be taken near children. Hot drinks for meetings must be transported around the school in travel mugs with sealed tops or in the buckets available in the staffroom.

We hope you enjoy your time with us but if you find there is anything we could have done to improve your visit please let our reception staff know.