

# Hirst Wood Nursery School & Children's Centre

## HEALTH & SAFETY NEWSLETTER 2019 – 2020

For all parents/carers and Sunshine Club users

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

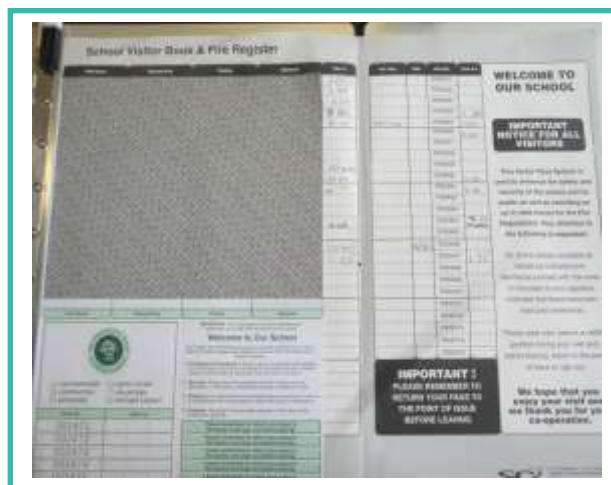


### Pram/cycle shelter

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.

Please note that all items left in the buggy shelter are done so at your own risk. The School accepts no liability for any lost / stolen or damaged items.



### Safeguarding

There is a signing in book in the reception area for visitors to the School.

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. If you are a new parent settling in there will be a separate sheet for you to sign in / out.

Please note that you are also responsible for your own health and safety, in particular evacuating the building in the event of a fire. Please familiarise yourself with fire evacuation points.

Please ensure you sign out on leaving.

Thank you



**Please note that we request NO DOGS (apart from assistance dogs) on or around the school premises.**



### Secure keypad 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. The number will change periodically but will always be displayed. To ensure safety for ALL children please **DO NOT** share this number with children.

**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 clearly displayed in all parts of the building.

Children in School 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.



# The Sunshine Club

We have the same rigorous fire evacuation systems in place for our before and after school club. The children will evacuate the building via the Community Room or the Gallery and will assemble at their signed point in the garden. If you come to pick up or drop off your child and can see that the building has been evacuated (or hear the fire alarm) we would ask that you wait until a headcount has been taken to ensure that all children and colleagues are present before we let you back in to the building. Thank you for your cooperation.

## 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 specialist training to deal with any safeguarding / child protection concerns. These details are displayed in all areas of School. Please take the time to look at these regularly and remember that safeguarding is everyone's responsibility.



## Accidents / injuries

If your child has had an accident in School an Incident Report Slip will be issued with details of this incident and what treatment was given to your child. However, should your child have a more serious injury, a wristband will be put on their wrist to alert you to the potential additional symptoms associated with this (such as drowsiness, vomiting, impaired vision or excessive pain) therefore you may wish to consult a doctor or your local hospital. Sometimes we may call you during the session to let you know if there's been an accident or if your child is particularly upset.

## Keep us up to date

Please ensure that we have up to date contact details and mobile phone numbers for all 3 emergency contacts should we need to speak to you during the sessions. Also it is your responsibility to ensure that if your child's medical conditions change you must advise us immediately so that we can implement / amend the medical care plan. Also and equally importantly if your child requires prescribed medication you must ensure that it is within its use by date.

### 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. In warm weather conditions children will also be supplied with legionnaire style sunhats in summer, again with our logo on and sun protection cream will be applied.

We enjoy some wonderful visits and always welcome parents / carers / grandparents to join us as volunteers.

### Extra bits and pieces

Please remember not to use your mobile phone in the School building.

Please ensure that you regularly check your child's bag for sweets / nuts / drinks as we have children who have severe allergies. This is extremely important if they were to come in to contact with food that could cause an extreme reaction. Please let us know immediately if your child develops a reaction to something that they have previously tolerated.

The automatic doors in Reception are very heavy and the sensors are not as quick as children are so please ensure that you supervise your child in Reception at all times.

**Car park** – this is for staff use only and ask you not to use it for dropping off / picking up children. We would also discourage you from walking across the car park and would recommend that you use the path around the perimeter of the building for safety reasons.



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](http://www.bradford.gov.uk/bmdc)

Our Facebook page/Twitter feed @HWNSCC

Our website [www.hirstwoodnsc.co.uk](http://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.