

Alderman Pounder Infant and Nursery School

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Head Teacher: Mrs J. Shelton



Safeguarding

Dear Parents/ Carers,

Safeguarding your children is very important to us. Please read the following information.

Child Protection

The school is committed to safeguarding and has a vigorous child protection policy and strict procedures. We have 3 fully trained designated teachers who are responsible for child protection in school and nursery. A copy of the child protection policy is available on our website. Alderman Pounder is also part of the Encompass project which shares information with Nottinghamshire Police on reported domestic abuse incidents. The project aims to support children who are affected by domestic abuse. The Head Teacher will liaise with the Education Advisor in the Multi-Agency Safeguarding Hub, when required, whilst ensuring support is available to the child during their school day.

Medication

In order for the school to administer medication the following must apply:

- medication must be prescribed by the doctor
- medication must be prescribed for 4 times or more per day
- parents must come to the school office and sign a consent form

It is a parent's responsibility to ensure all medication is in date, this includes inhalers. Please note that school is unable to apply antihistamine cream if children have been stung or bitten by insects.

Registers

School registers are taken at 9.00am and 1.00pm. If your child is absent from school please notify the school office by 10.00am. **Children must not return to school between the hours of 11.45am and 1.00pm** as they will not be on the school's register. This is adhering to the school fire procedures.

Allergies

Please inform the school immediately if your child is diagnosed with a food allergy. A medical plan will be drawn up for your child and catering will be notified to ensure they have an appropriate diet (if staying for school dinners). This process takes a number of weeks so we recommend you inform us prior to your child starting school in September.

Parking

In order to keep your children safe please park considerately. The school car park is for staff only and should **not** be used by parents bringing or collecting children from nursery or school. Please do not use the car park for reversing or turning round and we ask that you do not park on the yellow zigzag lines as this creates a restricted view for children crossing the road.

Nursery Gate

Please ensure that the nursery gate is closed at all times. This is in the interest of your children's safety.

I hope you will appreciate the importance of this information.

Kind regards,



Mrs Shelton
Head Teacher



Ms Goodyear
Governor responsible for safeguarding