



## School Prospectus

"To value children as individuals, promote their confidence and their excitement in learning"



## SCHOOL INFORMATION

**Kings Norton Nursery School**

**Westhill Road**

**Kings Norton**

**Birmingham**

**B38 8SY**

**Tel No: 0121 675 3993**

**FAX No: 0121 675 2827**

**Email: [enquiry@kingsnorton-nursery.bham.sch.uk](mailto:enquiry@kingsnorton-nursery.bham.sch.uk)**

**Website: [www.kingsnortonnurseryschool.org.uk](http://www.kingsnortonnurseryschool.org.uk)**

**This is a 65 (FTE) place nursery school**

<b>Head Teacher</b>	-	<b>Mrs Maureen McGillicuddy</b>
<b>Deputy Head</b>	-	<b>Mrs Gemma Weaving</b>
<b>Chair of Governors</b>	-	<b>Mrs Judy Prever</b>

Welcome to Kings Norton Nursery School. We offer a safe and exciting environment in which each child is encouraged to explore and learn. We believe that young children learn most effectively through play and active learning. We provide educational experiences which develop their confidence and competence.

We encourage the children to be actively involved in investigating and exploring. We provide a broad, stimulating and balanced curriculum which covers the seven areas of learning. We talk to the children about what they are doing and help to extend their thinking and enable them to learn new skills.

We actively involve families in the education process and value the contribution you make to our partnership. If you have any questions or concerns about your child or the school, please contact us. You will find us approachable, understanding and responsive. We want you and your child to have a happy time with us.

Mrs. Maureen McGillicuddy  
Head Teacher

## Values and Ethos

“To value children as individuals, promote their confidence and their excitement in learning”

### *Aims:*

- We aim to provide high quality education for all children whatever their age, gender, ethnicity, attainment and background.
- We aim to provide a safe, happy and stimulating environment where all children are valued and respected.
- We aim to promote the development of positive self-esteem and well-being.
- We aim to ensure all children have quality play experiences both in and out doors and to promote a broad and balanced curriculum.
- We aim to establish effective parent /carer partnerships.
- We aim to provide a curriculum, which will underpin all future learning by supporting, fostering, promoting and developing children's - Personal, Social and Emotional Well Being, Positive attitudes and Dispositions towards their learning, Social Skills, Attention Skills and Persistence, Language and Communication, Early Reading and Writing Skills, Problem Solving, Reasoning and Numeracy, Understanding the World, Physical Development and Creativity.

### **How We Achieve the Aims**

- *Staff understand the stages of child development and the importance of self-esteem and resilient*
- *Staff value and nurture children's curiosity, creativity and desire to make sense of the world, giving time for their thoughts and ideas, and value to their work, their conversations and their feelings.*
- *By providing inspirational and open-ended play opportunities*
- *Staff who develop reflective practice, which enables children to achieve success and happiness*
- *By ensuring staff training is continuously updated with a strong focus on the children's communication and language development*
- *By building on children's existing knowledge and experience*
- *By providing first hand experiences which excite, interest and challenge the child's learning*

- *Providing stimulating and creating learning and problem solving opportunities*
- *Planning curriculum appropriate to the needs of each child allowing for progression and development*
- *Adult initiated activities in small and large groups*
- *Building a partnership relationship with parents and carers*
- *Recording and assessment of each child's progress*
- *By supporting the children in making the transition to the next phase of their education with enthusiasm and confidence*
- *By being committed to the Rights Respecting School Award, Values Education, Eco and Healthy ethos and British Values*

## HOW TO REGISTER YOUR CHILD

We offer early years provision for children of 2 to 4 years. Parents are advised to register their children for a place at our nursery school by coming to the school office during school hours to put their child's name on our waiting list. We are happy to show prospective parents around school and we will arrange a convenient time for you and for the school if you contact us. We offer a mix of full and part time places to children (65 fte) the term following the child's third birthday. We follow the Admission Criteria for Local Authority Nursery Schools and the new criteria for a full time place.

## THE SCHOOL DAY

The School Day Full-Time: 9.00 a.m. to 3 p.m.  
 All day Monday, and Tuesday and Wednesday mornings 8.30 –11.30am  
 OR  
 Wednesday afternoons 12.15 –3. 15 pm. All day Thursdays and Fridays.  
 We offer a before School Club from 8.00am.  
 and  
 After School Club 3.00 - 5.30 pm.

It is important that children are brought to and collected from school on time and regular attendance is essential.

Two Year Olds - Morning Session 8.30 - 11.30am.Five days a week

Or

12.15 - 3.15pm Five days a week.

## WORKING IN PARTNERSHIP

We are aware of the crucial part that you have already played in your child's learning and we intend to build on this during the nursery year. We believe that parents and staff need to work together in order to promote the achievement of each child. It is very important that you return 'Your Child at Home' sheet as this helps us to understand more about your child.

We welcome any opportunity for involving parents in school life. We have coffee sessions, curriculum workshops, home/school links and fund raising events. You are very welcome to share your skills and expertise with us in the nursery. If you are interested in helping with reading stories, dance, music, creativity, gardening or anything else we would be grateful to hear from you. In line with guidance, you may be required to complete a Disclosure and Barring Service (DBS) form prior to becoming a volunteer. The school office will provide the necessary DBS forms for completion.

We are trying hard to keep you informed of school events and dates, so please use the website and the school app. If you have any ideas or suggestions of how we can involve and inform parents/carers more effectively please let us know.

Staff are available for a brief chat at the beginning of each session and the Head Teacher/ Deputy Head is usually available at the beginning of the session if you need to discuss any issues concerning your child. We are also happy to make appointments for when longer discussions are needed.

As an Green Eco School we are trying to reduce the paper we use. Most newsletters will be published on the school website. Some spare paper copies will be available under the curriculum information board in the hallway.

It would be lovely if we could have some feedback from you relating to your children's learning via 2simple.

**Important Information** - You will find a calendar of the key events for this academic year available on our website

<http://www.kingsnortnurseryschool.org.uk>

We hope this will give you enough time to plan when you come into nursery. Please note if any changes need to be made, you will be informed.

**New App** By using the app you can keep up to date with school information. The calendar of key events can help you plan for when to visit the school and take part in the activities.

**It is Easy to Use and Set Up** - It is fast to set up and simple to use. Simply download the free app, choose to access the school App which is free to you on iphone or Android - Go to your store, put your password in and download Kings Norton NS for iphones or Kings Norton Nursery School for Android.



### **The Rights Respecting School Award (RRSA)**

We have achieved the Silver Award which is an initiative run by UNICEF. The RRSA recognises achievements in putting the convention on the Rights of the Child at the heart of a school's planning, policies, practice and ethos. By taking these steps a school community helps improve well-being and develops every child's talents and abilities to their potential. "A rights respecting school not only teaches about child rights but also models rights and respect in all its relationships: between teachers/adults and pupils, between adults, and between pupils." UNICEF, 2013.

### **Values Education**

We provide a clear reference point for talking about things that are important to all children: behaviour, relationships, self-worth and any other every day issues. We will encourage the children to think and talk about their emotional responses. This will enable the children to gain responsibility for their actions (self-regulate) and increase their self-esteem and confidence.

**Green Flag Awards** Eco-Schools is an international award programme that guides schools on their sustainable journey. Eco-Schools is one of five environmental education programmes run internationally by the Foundation for Environmental Education (FEE).

### **Home School Links**

There will be an opportunity to share activities at home with your child in the nursery. This will form part of your child's learning journal.

### **The Library**

Using the library helps to promote early skills such as choosing a book and sharing it with parents etc.

Nursery children are able to borrow two books per week from our own Library. We have a computerised borrowing system, which is explained, in the library area. Parents/carers will be given further information during the initial induction period.

### **'Inspire' Workshops**

During the year all parents/carers are invited to workshops where they can work alongside their child on a literacy or numeracy project. These are intended to be informative and fun.

### **Take a Teddy Home**

Your child will have an opportunity to take home and look after a very special 'Rights Respecting Bear'. This activity is aimed to provide parents/carers with the opportunity to support the language of 'rights' in everyday situations e.g. you have the right to a drink of water, you have the right to choose what you play with. The bear will be sent home with a diary where you and your child can record how you met the rights.



## SPECIAL EDUCATIONAL NEEDS

From September 2014 the law for children and young people with special educational needs and disabilities changed (The Children and Families Act 2014). As part of the Act (Clause 65) all local authorities have to provide a 'local offer' for children with Special Educational Needs and Disabilities and their families; Birmingham's offer can be found on the 'My Care in Birmingham' website [www.mycareinbirmingham.org.uk](http://www.mycareinbirmingham.org.uk)

At Kings Norton Nursery School our aim is for each child to develop according to his/her potential and so an early identification of a child's individual needs is very important. If you feel that there is any aspect of your child's development (e.g. speech/communication, behaviour, hearing, physical co-ordination etc.) which requires particular support please have a chat to your child's group leader. The Head Teacher (SENCO), Gemma Weaving and Judy Glover (SEN Teaching Assistant) are responsible for all special needs provision within the school. Any concerns about a child are discussed with parents or carers.

- The Nursery School uses a wide variety of resources to support children with their additional needs.
- These include visual timetables, sensory equipment, visual aids, social stories.
- We work closely with outside agencies to ensure that resources support the activities and the children's needs.
- The Nursery School employs a Speech and Language Therapist (SALT) to help support communication needs.
- The SALT will support staff in assessing children, meeting with parents, working with children and setting targets.
- Key workers will plan activities and provide resources to help the children work towards their targets.
- The Nursery liaises with outside agencies such as paediatricians if further assessments are needed.

External agencies may be called upon, with the written consent of parents, to assist staff on planning for a child's individual learning needs. Individual targets will be discussed and an Individual Education Plan.

### **Pupils with Physical Disabilities**

Parents of children with disabilities are most welcome to discuss their child's needs with the Head Teacher who will advise parents of help and facilities, which are available.

### **Our Commitment to Race Equality**

Under the Race Relations Act of 2010 this school has a duty to eliminate unlawful discrimination; and to promote equality of opportunities and good relations between persons of different racial groups. Within the framework of the LA, staff have a responsibility to record any incidents which arise in school.

### **Positive Behaviour**

Our aim is to provide a happy, secure environment where each child can achieve their best. The early years are a very important time for children to develop social skills. They are mixing with other children and learning about taking turns. Through Conflict Resolution we encourage children to see other points of view and work out solutions for themselves.

We do have some basic rules for the children - please support us in helping your child to follow them. Values Education and Rights Respecting School and British Values

**Be kind and caring to each other**

**Look after and share nursery equipment**

**Be safe**

We are always willing to discuss your child's behaviour if there are concerns. There are often strategies to support children's good behaviour, which can be shared between home and school. The school has a behaviour policy which you are welcome to access via the school office.

## Assessment

The children's progress is constantly monitored and assessed in all areas of learning. The first assessment is finding out what your child is like at home. You will be given the opportunity to share their experiences with us. We will work with you on their next steps in their learning. We will share some of their nursery experiences and learning through 2simple. Please give us feedback via the programme.

On-going assessment is an integral part of nursery practice and makes a substantial impact on children's learning. Our Speech and Language Therapist is available if you have any concerns relating to your child's language or speech development.

Observation is a crucial tool during the Early Years Foundation Stage. By asking the children questions, listening to them talking and looking at their work and play, we are able to monitor their progress and identify where additional assistance is needed and plan accordingly.

We present learning in a way which is meaningful for your child through a broad and balanced range of play experiences which ensure progression throughout the year. We use real life situations where possible e.g. food preparation, planting bulbs etc.

We have a range of visitors coming into nursery to broaden children's horizons e.g. theatre group, clay workshop, artist etc., We also provide opportunities for children to explore the local environment by going on short walks, being involved in local trips e.g. to the park, the railway station, the park, shops and the Library, other visits to places such as The Lickey Hills, The Nature Centre or a Farm.

## **GUIDELINES FOR PARENTS/CARERS**

Welcome to Kings Norton Nursery School. We hope that both you and your child will be very happy with us.

Here are some guidelines to ensure the safety and well-being of your child and assist in the smooth-running of the nursery. **Please pass this**

information on to others involved in the care of your child. (Extra copies of the guidelines can be obtained from the School Office).

## **Settling In**

You and your child will be invited to an Induction meeting in July so that we can get to know you and your child. It will be an opportunity for you to find out about the practical arrangement for September and to find out more about the nursery school.

First Day: In order to make your child's stay at nursery a relaxed and enjoyable experience, we need to get them off to a good start. We ask that a parent or another adult who is close to your child, to stay with them during their first hour.

Second Day: If your child is confident for you to leave them, you are invited for a tea or coffee where a talk is given around e-Safety and communication and language development.

We extend the time each day, until the children feel secure with their key member of staff, the other children and the new environment.

Please do not bring younger children so that you can concentrate upon your nursery child. **It usually takes between three and five sessions to settle a new child. So please leave several days clear in order to do this.** Please be patient, as children take varying amounts of time to feel happy about being left.

During September we stagger the starting dates so that only three or four children in each family group are starting nursery on the same day and time. We find that this helps with the settling in process.

## **All Day Places**

We have a gradual approach to children staying for the full day at nursery. We find that even children who have previously attended other settings find the nursery session quite tiring to begin with. **When staff feel that the children have settled into the nursery they will stay for lunch and then go home.** After staying for lunch for several days the children will gradually increase their time at nursery until they are attending all day.

## Arrival Times

Monday, Tuesday, Thursday and Friday: 9.00 a.m.

Wednesday: 8.30 a.m. to 9.00.a.m

Or

Wednesday afternoon session: 12.15.p.m.

Two to three year olds who will meet in the log cabin

8.30 - 11.30 or 12.15 3.15

30 hours - 9.00 - 3.00

Top-Up Morning Club 8.00 - 9.00

After School Club - 3.00 - 5.30

We want your child to settle in a relaxed manner so please **do not arrive late** as this can disrupt the group and give your child a stressful start to the session.

Please do not arrive at nursery any earlier than **5 minutes** before the beginning of the session, for security reasons the doors are not opened until the session begins.

During arrival time, please ensure that your child says "hello" to the staff member responsible for their group. At first, they will need to find their name card and then their name badge. This is a relaxed start to the session, where you may join in activities with your child or have a quick chat to staff during **the first 15 minutes of the session**. Once the children have settled the end of the 'Welcome' period is signalled by the ringing of a bell for children to go into groups for Group time. This is a signal that it is time for remaining parents to leave.

## **Departure Times**

Monday, Tuesday, Thursday and Friday: 3.00 p.m.

Wednesday: 11.30.a.m. or 3.15 p.m.

30 hours - 9.00 - 3.00

Top-Up Morning Club 8.00 - 9.00

After School Club - 3.00 - 5.30

Should a parent, for whatever reason, be unable to collect their child, please inform the key member of staff member in advance. Where

something occurs during the day to stop you collecting your child, please contact us by telephone (0121 675 3993) with a description of the person collecting your child and a password. The adult you are sending will be expected to give the password. Please do not ask a child under 16 to bring or collect your nursery age child.

**REMEMBER: We cannot release your child to anyone without your consent.**

### **Health and Safety**

When arriving or departing, please make sure that the gate is shut after you have used it. **Please do not leave it open at any time!**

**The Car Park is for staff, deliveries and visitor use only.** There are car parking facilities at Kings Norton Park in Westhill Road and we encourage you to use this or walk your child to school, holding their hand for safety reasons. Please be aware that parking immediately outside the school gates is not allowed due emergencies and staff assess.

**Please do not bring dogs onto the school grounds or tie them to the school railings.**

The LA has a **NO SMOKING POLICY**, please do not smoke inside the school or in the school grounds - **this includes the car park.**

### **Toddlers in School**

We like the whole family to feel at home in school but we must stress that whenever you are in school and you have a young toddler with you, **he/she is always your responsibility** and you must keep them with you at all times.

NB There are many activities which are inappropriate for toddlers e.g. small threading beads etc.

### **Buggies**

For Health and Safety reasons we ask that parents/carers do not bring buggies into nursery but leave them outside under the shelter. Younger siblings should be brought in with you as they are your responsibility whilst on nursery premises. **However the nursery does not take responsibility for any items left under the shelter.**

## ABSENCES - ILLNESS AND MEDICATION

We expect all children to attend nursery regularly and not be absent without a good reason. Please inform the nursery if your child is ill (tel: 0121 675 3993). Staff will contact you on the first day of any absence if we have not been informed. If your child is absent for one week and we have been unable to contact you, we will carry out a home visit. However, please do not send your child to school if they are ill - even if they insist that they want to come.

If your child is ill or has an accident at school, we will contact you as soon as possible. **If your child has sickness or diarrhoea please do not send them to school until they have had at least 48 hours clear of symptoms.**

Environmental Health Department has advised us that all children must have two clear days away from school after any bout of sickness or diarrhoea. Please keep your child at home if they are not well enough to participate fully in the Nursery day, this includes going outside to play.

**If your child has any health problems or allergies it is very important that you let us know as soon as possible.**

### Accidents

We have qualified Pediatric First Aiders in the nursery. Parents are always notified of 'bumped heads' by letter. If we feel that the injury is serious we always try to contact you and seek further professional support.

Please ensure that we have an up to date telephone number where we can contact you, as well as other emergency contacts. NB If you give us a mobile telephone number it is essential that it is switched on while your child is at nursery and that we are informed of any change of number.

If your child has an accident at home please inform the staff and fill in the appropriate form.

### **Medicines in School**

It is normally expected that parents administer medicine to their children. Please ask your doctor for medicine to be administered three times a day so you can ensure your child has it in the morning at the end of the school day and at night time.

### **Inhalers in School**

Where appropriate, with parental and school agreement a child's blue inhaler and spacer can be kept in an agreed place accessible to the child. Inhalers and spacers must be clearly marked with the child's name. It is **the parent's responsibility** to ensure that all inhalers at school are in date. (NB spacers must be provided).

Children need to know how to use their inhaler independently wherever possible.

If your child has asthma or any serious allergy please come and discuss the use of inhalers/epipens/creams with the Head Teacher/Deputy Head.

### **Child Protection**

Schools are well placed to observe outward signs of abuse or changes in behaviour, and we are required by law to report **any concerns** or make a referral to the Children's Advice and Support Service (CASS). The Child Protection Policy is available in the front entrance and on the website.

**Holiday Forms:** If your child is going to be away during term time please collect and complete a Holiday Form from the School Reception.

### **Sunny Weather**

We request that parents/carers provide sun hats and that the children wear appropriate clothing that protects their skin in hot weather. Parents/carers are asked to apply sunscreen to their child before they come to nursery. If your child is at nursery all day we request that you supply a bottle of factor 50+ sunscreen clearly labelled with your child's name. Your child will be encouraged and supervised to apply sunscreen during the day.

### Toys

**Children are not allowed to bring toys to school**, as we cannot guarantee that they would be free from loss or damage and this can cause distress for young children. Staff maybe distracted from their responsibility for teaching and caring for children while searching for lost possessions. However, if your child is keen to bring a special item from home, to show a member of staff, please take it home when you leave, or ask the staff to keep it until the end of the day. **If your child accidentally takes home any nursery toys, please return them as soon as possible to the group leader.**

### Sweets

**Children are not allowed to bring sweets to school.** Please do not give sweets as a treat for your child in the nursery at the end of the nursery session. We are actively encouraging children to think about healthy eating and other children get upset if they see sweets they cannot have.

### Jewellery

**The wearing of jewellery is not allowed at all in the nursery.** Please note earrings of any sort are not allowed. During the nursery session children are engaged in a range of activities both indoors and outside and earrings, necklaces, bracelets and rings can be a serious safety issue.

### Box of Tissues

As you can imagine these are very useful in a nursery. We ask for each child to bring one box of tissues at the beginning of the school year and we find that the tissue supplies then last the whole school year. We are really grateful for your co-operation in this matter.

### Birthdays

If you wish to bring a 'treat' for your child's group, fresh or dried fruit is a very acceptable choice. As there are over 100 birthdays celebrated during the year, **we are not able to accept sweets, cakes, chocolate or biscuits etc.**

**NB Staff are unable to take responsibility for handing out birthday invitations.**

### Snack/Drinks

We aim to encourage children into healthy habits. Children have a piece of fresh fruit each day to encourage healthy eating. They are provided with a free carton of milk. Drinking water is also a very important way of maintaining good health. Water bottles are provided by the nursery at a small cost. **Only water is allowed in the drinking bottles.**

### Workshops

We have a wide variety of workshops for parents/carers. It is an opportunity for you to work with your nursery child. Please do not bring younger children so that you can concentrate upon your nursery child. We also have additional weeks dedicated to activities especially for dads, grandads, uncles, adult brothers etc. Males are a target group which we need to encourage to become more involved with their nursery child.

### School Fund/Snack Money

We ask parents to contribute £2.00 per week. Your regular contributions really do make a difference - it provides for all the little extras such as the fruit, toast, cooking ingredients, bulbs, seeds, Christmas party and other celebrations, Easter eggs, etc.

School Fund will only be collected by the School Bursar (Mrs. Smith) each Tuesday and Thursday. Please place funds in an envelope with the amount, your child's name and group. Your generosity and good will are much appreciated.

### Charging Policy

Wherever possible we try to meet costs for trips, performers or other visitors out of School Fund or out of our school budget. However there may be some occasions where we need to invite parents to make a **voluntary** contribution towards these events if money cannot be raised elsewhere.

### Independence

You can give your child a good start to nursery by encouraging them to dress and undress themselves - especially coats, shoes, wellington boots and socks. **They should be able to manage the toilet themselves.** (We do have some spare clothing incase of accidents and if your child needs

them we would be grateful if these could be washed and returned as soon as possible). It is important for children to be able to manage their own clothing because our Child Protection Policy discourages staff from close contact with children.

### Dress

Our goal is for children to be able to manage their own clothes and shoes and therefore **it is essential that children wear clothes and shoes that are easily manageable** such as sweatshirts and jogging bottoms.

Dungarees and braces are very difficult for your children to manage.

Shoes with Velcro fastening and simple buckles are ideal. **Trainers and boots with laces are not allowed**, as they are too difficult for young children to manage on their own. Jellies and open-toed sandals are also not allowed at nursery, as they are hazardous.

Often the activities in the nursery can be a little messy as we use a lot of paint, glue, clay, chalk and sand. Aprons are provided but they do not always provide complete protection, so please send your child in clothes suitable for these activities. (Nursery sweatshirts are available to buy and can be ordered from the School Bursar).

**It is essential that all items of clothing and shoes (especially sweatshirts!) are marked clearly with your child's name.**

During the winter months or after wet weather children will need to bring in Wellington boots as we explore the whole of our outdoor environment. The grass can be quite wet and muddy. Boots should be kept in a waterproof bag which is available to purchase from nursery (**polythene bags are not suitable for safety reasons**) on your child's peg and taken home at the end of the session/half term.

We feel that it is important for children's learning and development for them to have opportunities to explore our wonderful outdoor area, however they can get very muddy so please do not send them in **light coloured or expensive coats etc. that could be easily spoiled!**

**Thank you for reading these guidelines. It is your responsibility to ensure that other carers who bring and collect your child have access to this information.**



## **Inappropriate Behaviour**

We have a duty of care to all of the children, staff and other parents in school. We will not accept any form of verbal, or physical aggression or unsociable behaviour as it is against the culture and ethos of our school. If such behaviour does occur we will take action and deal with it promptly, involving the Local Authority or the Police if necessary. This can result in the person concerned being banned from the premises and facing the possibility of legal action.

## **Compliments, Concerns and Complaints Procedure**

### **Communicating with School**

Communicating between home, school and the community in all its forms is valued as an important aspect of developing and securing partnerships on all sides.

### **What should I do when things are going well?**

We encourage parents to tell the school what has gone well, to acknowledge the hard work and efforts of their child's teachers.

### **What should I do when I have some concerns?**

All members of staff want to know as soon as possible if there is something that is worrying you or your child.

### **What is a complaint?**

It is an expression of serious dissatisfaction. It is important that parents think carefully about the issue before calling it a complaint.

### **Complaints Procedure**

If there should be any cause for complaint about any aspect of nursery life please discuss this with your child's group leader and then if necessary with the Class Teacher. If the matter is still unresolved you can discuss it with the Deputy Head or Head Teacher.

If the Head Teacher cannot sort out the complaint or is the subject of the complaint, the Governing Body may receive the complaint. This should be made in writing to the Chair of Governors.

## Summary of Child Protection Information for Visitors and Volunteers

Kings Norton Nursery School is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our school will support all children by:

- Promoting a caring, safe and positive environment within the school and children's centre
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff working with children are well placed to identify such abuse.

At Kings Norton Nursery School in order to protect our children, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of suspected abuse

Everyone working with our children their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Lead (DSL) immediately
- If the DSP is not available the Deputy DSL should be contacted.
- Disclosures of abuse or harm from children may be made at any time.

*If anything worries you or concerns you, report it straight away.*

**If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact the following staff member as quickly as possible.**

**DSL name: Maureen McGillicuddy**

**DSL Governor - Rosemary Horton**

**If this person is not available please contact  
Deputy DSL name: Gemma Weaving or Judy Glover or  
Karen Whyatt**

**Head Teacher - Maureen McGillicuddy**