

Policies and Procedures

Nursery Manager – **Melissa Kennelly**

Deputy Manager – **Maxine Goodall**

Our designated person for behaviour management issues is: **Shaunee Hutchinson**

Our designated person, whom you should go to as your first port of call, and who co-ordinates child protection issues is: **Melissa Kennelly**

Our named Special Educational Needs & Disabilities Co-ordinator (SENCO) is: **Melissa Kennelly**

The appropriate person to report any Health & Safety issues to is: **Melissa Kennelly**

Further support is given by **Tracy Windle – Area Manager**

Tracy@LittlePeopleNurseries.co.uk

Overall and final responsibility for health and safety is that of - **Gary Hallas-Fawcett – Gary@LittlePeopleNurseries.co.uk**

In the event of a fire our Safe Place is; **Car Park**

Local authority Children's Services Duty and Advice Team (24 hours) **01484 414960**

Local authority Designated Officer (LADO) **01484 414960**

Local Authority referral team **01484 414960**