

Policies and Procedures

Nursery Manager – **Joanne Hunter**

Deputy Manager – **Nicola Rayner**

Our designated person for behaviour management issues is: **Jessica Collett**

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

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

The appropriate person to report any Health & Safety issues to is: **Joanne Hunter**

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; **The top field**

Local authority Children's Services Duty and Advice Team **0113 3760336**

Local authority Designated Officer (LADO) **0113 3789687**

Local Authority referral team **0113 3760336**

Local Authority Out of Hours Team **0113 5350600**