

# Policies and Procedures

Nursery Manager – **Rebecca Farrell**

Deputy Manager – **Lauren Hebron**

Our designated person for behaviour management issues is: **Lauren Hebron**

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

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

The appropriate person to report any Health & Safety issues to is: **Rebecca Farrell**

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

[Tracy@LittlePeopleNurseries.co.uk](mailto:Tracy@LittlePeopleNurseries.co.uk)

Overall and final responsibility for health and safety is that of - **Gary Hallas-Fawcett –**  
[Gary@LittlePeopleNurseries.co.uk](mailto: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 **0113 3760336**

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

Local Authority referral team **0113 3760336**

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