*Welcome to St. Michael’s Pre-school. This guidance is designed to inform you of some general housekeeping to ensure the health and safety of yourself and others during your visit.*

* Visitors/volunteers/students and staff MUST wear their ID badges or a visitor’s sticker at all times.
* Please sign in and remember to sign out when you leave the premises.
* The fire exits are located at the front and rear of the building. A whistle will sound to alert you to exit the building in the event of an incident. The assembly point is at the church which is situated next to the building.
* Speak to the manager if you have any concerns about a child or a member of staff.
* To safeguard yourself and others please ensure you are never left alone with a child/children.
* Let the manager know if you have any medical, cultural or dietary requirements.
* NUTS are not permitted on the premises due to allergies.
* Always ensure you shut and bolt the kitchen door behind you.
* All exits and entrances to the setting must be locked at all times.
* Keep any personal belongings & medication in the kitchen.
* Mobile phones MUST be placed in the allocated box in the kitchen/small room. Mobile phones MUST NOT be used in the main room or outdoors under any circumstances.
* Please help us keep the room tidy; lots of toys on the floor can be a health and safety issue.
* Alert a staff member to any safety issues eg; spillages, broken toys, doors without stoppers.
* If you are unfortunate enough to incur an injury whilst in the setting please inform a member of staff who will follow our reporting accidents and incidents procedure.
* Please do not take a child to the toilet, change a nappy or change clothing. If you notice that a child needs help please ask a member of staff to assist.
* Please do not open the door to visitors.
* Hot drinks are not permitted in the main room for safety reasons.
* Recording devices are only allowed to be used by staff, who use pre-schools cameras/tablets and delete images as soon as they are processed.
* Please refrain from discussing anything that happens in pre-school with anybody other than staff. Breaking confidentiality is a serious offence.
* It is illegal to smoke or consume alcohol on the pre-school premises.