



Designated Persons:

Please find below a list of designated persons at The Willows Day Nursery (March) team and where they can be found within the setting. If you are unsure about a specific concern/issue, please refer to our policies and procedures which can be found in the Reception Area. For further information, please speak to a member of management.

Safeguarding	Hayley Carver/Gemma Shepherd Managing Director Baby/Toddler/Pre-School Room/Office	Abbie Mills/Beverly England Manager/Deputy Manager Baby/Toddler/Pre-School/Room/Office
Special Educational Needs and Disability Co-Ordinator	Hayley Carver/Gemma Shepherd Managing Director Baby/Toddler/Pre-School Room/Office	Abbie Mills/Beverly England Manager/Deputy Manager Baby/Toddler/Pre-School/Room/Office
Equal Opportunities	Hayley Carver/Gemma Shepherd Managing Director Baby/Toddler/Pre-School Room/Office	Abbie Mills/Beverly England Manager/Deputy Manager Baby/Toddler/Pre-School/Room/Office
Fire Safety	Hayley Carver/Gemma Shepherd Managing Director Baby/Toddler/Pre-School Room/Office	Abbie Mills/Beverly England Manager/Deputy Manager Baby/Toddler/Pre-School/Room/Office
Food Management	Hayley Carver/Gemma Shepherd Managing Director Baby/Toddler/Pre-School Room/Office	Abbie Mills/Beverly England Manager/Deputy Manager Baby/Toddler/Pre-School/Room/Office
Health and Safety	Hayley Carver/Gemma Shepherd Managing Director Baby/Toddler/Pre-School Room/Office	Abbie Mills/Beverly England Manager/Deputy Manager Baby/Toddler/Pre-School/Room/Office
Promoting Positive Behaviour	All Staff are responsible for ensuring that they are promoting positive Behaviours at The Willows Day (March)	
Complaints	Hayley Carver/Gemma Shepherd Managing Director Baby/Toddler/Pre-School Room/Office	Abbie Mills/Beverly England Manager/Deputy Manager Baby/Toddler/Pre-School/Room/Office
Confidentiality	It is of utmost importance that All Staff are responsible for ensuring that confidentiality remains throughout The Willows Day Nursery (Chatteris) LTD at all times.	
Whistle Blowing	Hayley Carver/Gemma Shepherd Managing Director Baby/Toddler/Pre-School Room/Office	Abbie Mills/Beverly England Manager/Deputy Manager Baby/Toddler/Pre-School Room/Office
First Aid	Abbie Mills, Beverly England Hayley Carver, Gemma Shepherd, Olivia Carpenter, Kerri-Lea Croucher	Katie Unwin, Emma Bull, Nicola McFarlane, Nicola Vincent, Natalie Edwards and Zoe Ayres
Early Years Foundation Stage	All Staff are responsible for ensuring the Early Years Foundation Stage requirements are being met throughout the Willows Day Nursery (Chatteris) LTD	
Dealing with Racial Harassment	All Staff are responsible for ensuring they deal with racial harassment at the first opportunity should it occur within The Willows Day Nursery (Chatteris) LTD	

