



Queen Elizabeth  
Grammar School

SCHOOL VISITOR  
**SAFEGUARDING**  
GUIDE

# Safeguarding Staff at QEGS



## Designated Safeguarding Lead

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## Deputy Designated Safeguarding Leads



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## Safeguarding Statement

Wakefield Grammar School Foundation is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

If you are concerned about the safety of any child in our schools, you must report this to the Designated Safeguarding Lead.

## Visitor Procedures

All visitors must sign in and out at the school's main reception and wear the printed badge which will be handed to them. All visitors should be accompanied by a member of staff at all times. Visitors should not be alone with pupils unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).

## Staff Conduct

If you are concerned about the conduct of a member of staff or a volunteer in our school, you must contact the Head, Designated Safeguarding Lead or, if your concerns relate to the Head, the Chair of Governors.

## Keeping Yourself Safe

Our pupils are typically friendly and helpful. However, be careful how you speak to or interact with a child, as children often interpret things differently, particularly when it is an adult that they do not know.

Avoid physical contact with children at all times; if you feel a physical intervention is necessary, for example to keep a child safe, seek help from a member of staff immediately. It is best not to do for a child anything that they can do themselves. Try to avoid situations that could lead to you being left on your own with a child and always ensure that you are visible to others and that, where possible, doors are left open.

If you are concerned about the way that a child interacts with you, make a note of the incident and time, and pass it to the Designated Safeguarding Lead as soon as possible that day.



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School Foundation



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