



Wakefield Grammar
Pre-Preparatory
School

SCHOOL VISITOR

SAFEGUARDING GUIDE

Safeguarding Staff at Wakefield Grammar Pre-Preparatory School



Designated Safeguarding Lead

Mrs Emma Gill
T. 01924 231618

egill@wgsf.net

Deputy Designated Safeguarding Leads



Mrs Lynne Butler
T. 01924 231618
lbutler@wgsf.net



Mrs Jenny Taylor
T. 01924 231618
jtaylor@wgsf.net

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 staff member or a volunteer in our school, you must contact the Head or Chair of Governors (if you have any concerns regarding the Head).

Keeping Yourself Safe

Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently. Avoid physical contact with children unless you are preventing them from immediately harming themselves or others. It is best not to do anything for a child that they can do for themselves. Avoid being on your own with a child, always ensure that a door is open and that you are visible to others. If a child touches you or speaks to you inappropriately, log down the incident time and date it and pass it on to the Head or Designated Safeguarding Lead.



**Wakefield Grammar
School Foundation**



Chair of Governors
Martin Shevill
mshevill@wgsf.net



Deputy Chair of Governors
Helen Massey
hmassey@wgsf.net



Director of Finance & Operations
Jenny Cocker
jcocker@wgsf.net



Safeguarding Governor
Penny Plumpton
pplumpton@wgsf.net



Deputy Safeguarding Governor
Fran Galbraith
fgalbraith@wgsf.net



WGHS Head
Ms Heidi Boyes
hjboyes@wgsf.net



QEGS Head
Dr Richard Brookes
rbrookes@wgsf.net



WGPSS Head
Mrs Emma Gill
egill@wgsf.net