



Wakefield Grammar  
Pre-Preparatory  
School

SCHOOL VISITOR

# SAFEGUARDING GUIDE

# Safeguarding Staff at Wakefield Grammar Pre-Preparatory School



## Designated Safeguarding Lead

**Mrs Emma Gill**  
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## Deputy Designated Safeguarding Leads



**Mrs Lynne Butler**  
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**Mrs Jenny Taylor**  
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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 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**



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**WGPPS Head**  
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