



Queen Elizabeth
Grammar School

SCHOOL VISITOR
SAFEGUARDING
GUIDE

Safeguarding Staff at QEGS



Designated Safeguarding Lead

Mr James Jones
T. 01924 373943 Ext: 383/327
jjones@wgsf.net

Deputy Designated Safeguarding Leads



Mrs Claire Grattrick
T. 01924 373943 Ext 313
cgrattrick@wgsf.net



Mr James Tiffany
T. 01924 373943 Ext 370
jtiffany@wgsf.net



Mrs Leila Ramsden
T. 01924 373943 Ext 366
lramsdn@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 immediately.

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. Unless DBS clearance has been obtained prior to the visit by the school, 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 who has arranged with the pastoral team to meet a child. Visitors may also take a guided tour of the school with pupils, but this will be overseen and managed by the Admissions Team.

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.



Wakefield Grammar School Foundation



Chair of Governors
Martin Shevill
mshevill@wgsf.net



Chair of QEGS GEC
Alistair McKinlay
amckinlay@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 Associate Head
Mrs Judith Tingle
jtingle@wgsf.net



**WGHS Executive Head
and QEGS Head**
Dr Richard Brookes
rbrookes@wgsf.net



WGPPS Head
Mrs Emma Gill
egill@wgsf.net