



Wakefield Grammar  
School Foundation

SCHOOL VISITOR  
**SAFEGUARDING  
GUIDE**

2025-2026

# Safeguarding Staff at the Wakefield Grammar School Foundation 2025-2026

## Designated Safeguarding Leads



**Mr James Harris**  
Year 7 - Year 13

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**Mrs Emma Gill**  
EYFS - Year 6

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**Mr Sam Rowley**  
EYFS - Year 6

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## Deputy Designated Safeguarding Leads



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Head of Sixth Form

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**Mrs Rebecca Manson**  
Head of Section KS4

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**Mr Gareth Thomas**  
Head of Section KS3

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**Mrs Lynne Butler**  
Deputy Head  
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**Mr Gareth Lewis**  
Head of Upper KS2,  
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**Mrs Vanessa Hutchinson**  
Head of Lower KS2 / PSHE  
Lead, Preparatory Section

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**Mrs Jenny Taylor**  
Wellbeing, Hub & Inclusion  
Lead, Preparatory Section

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**Mrs Claire Grattrick**  
School Nurse

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## Safeguarding Statement

Wakefield Grammar School Foundation which consists of Queen Elizabeth Grammar School (QEGS), Years 3 - 13, Wakefield Girls' High School (WGHS), Years 3 - 13 and Wakefield Grammar Pre-Preparatory School (WGPPS), EYFS - Year 2, 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. These are carried out by either Admissions / School Staff or pupils.

## 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 any of the Heads, 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

## Governing Board



**Chair of Governors**  
**Martin Shevill**  
[mshevill@wgsf.net](mailto:mshevill@wgsf.net)



**Safeguarding Governor**  
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**Deputy Safeguarding Governor**  
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**Vice Chair**  
**Alistair McKinlay**  
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**Vice Chair**  
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**Vice Chair**  
**Sam Butterworth**  
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## Executive Group



**WGSF Executive Head & QEGS Head**  
**Dr Richard Brookes**  
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**WGHS Associate Head**  
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**WGPPS Head**  
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**Director of Finance & Operations**  
**Mrs Jenny Cocker**  
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