

# Safeguarding at Thomas Gainsborough School

Welcome to Thomas Gainsborough School. We are committed to the safety of all visitors, staff and students on the school site and would like to introduce you to some key members of staff who have a duty of care to keep you safe during your visit. Should you have any concerns regarding the safety of any individual on the school site, please notify your host or one of the following staff immediately.



<p><b>Mrs Helen Yapp</b> Deputy Headteacher Designated Safeguarding Lead</p>	<p><b>Mrs Emma Wilson-Downes</b> Assistant Headteacher, Student Support E-safety Lead Designated Teacher for Children in Care</p>	<p><b>Mrs Alison Hunt</b> Student Services Manager</p>	<p><b>Mrs Amanda Forster</b> Learning Mentor</p>	<p><b>Mrs Claire Jackson</b> Learning Mentor</p>	<p><b>Mr David Chiang</b> Assistant Headteacher</p>
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- Please ensure that you have signed the **Visitors' Record Book** before you enter the school, and that your **"Visitor" badge** is clearly visible at all times.
- Please ensure that you have read the "Safeguarding at Thomas Gainsborough School" leaflet available at reception.
- Please note that all information which may be imparted to you, or observed, during your visit will remain confidential and the property of the school, and can only be used with written permission from the school.
- Any student information or photographs cannot be used without the expressed permission of the school.
- Please ensure that wherever possible, you are visible to other members of staff and confirm with your host your whereabouts in school, who you are with and how long you will be with them. Wherever possible, please leave the classroom/ office door open during any meetings you may have.
- If you are a regular visitor to our school, you are welcome to have a copy of our safeguarding policy, which is also available on the school website.
- If you need to contact our Chair of Governors, details can be obtained from Mrs Kerry Fuller, Clerk to the Governors via reception.

**We trust that you will have an enjoyable visit to Thomas Gainsborough School.**