



**We hope you enjoy your visit!**

We are committed to safeguarding and promoting the welfare of children.  
We expect all staff, volunteers and visitors to share this common commitment.

Warren Wood, Middlefield Lane, Gainsborough

Email: [enquiries@msat.education](mailto:enquiries@msat.education)

Telephone (01427)615498

Safeguarding Trustee: Charlotte McHugh

Headteacher: Claire Ellis

Assistant Headteacher: Teresa Sutherland

## Safeguarding

### A visitor's guide

We would like to start by welcoming you to our lovely school!

This booklet contains important information for you to read and to keep with you throughout your visit as reference. All staff can be easily identified by their identification lanyard, so if you have any concerns or questions, please do not hesitate to ask a member of the team.

#### Conduct

We act to ensure school remains a safe place for pupils and staff. If you do have any concerns we will always listen, however please be aware abusive, threatening or violent behaviour will not be tolerated and may result in you being removed from the premises. In severe cases this behaviour could also lead to prosecution.

#### Signing in and out

All visitors should enter via the main entrance. They will be required to show ID and sign in main reception. Visitors will be given a red lanyard and will be escorted while moving around school. Visitor badges must be worn at all times whilst on site. We encourage all staff to challenge those who may be unfamiliar.

#### Emergency Evacuation

The Headteacher is responsible for fire safety and evacuation. Should the fire alarm sound, please leave the building immediately using the nearest exit. Remain with your host who will take you to the designated assembly point. You should not stop to collect any personal belongings. Teachers and staff will follow protocols to ensure children safely evacuate.

## Safeguarding is everybody's responsibility – even yours!

If during your visit you have any safeguarding concerns or a disclosure is made to you, please come immediately to the school office and ask to speak to one of the following safeguarding leads:

**Mrs Claire Ellis**  
DSL and Headteacher

**Mrs Teresa Sutherland**  
DSL and Assistant Headteacher

**Mrs Stacey Martin**  
DDSL and LSA

### In the event of a disclosure

- Listen to what is being said
- Use open questions only
- Do not promise confidentiality
- Reassure the child
- Write down what was said
- Report to a safeguarding lead

Should an allegation be made against the Headteacher please inform our Chair of Governors. Contact details can be gained via the school office.

We take all safeguarding concerns seriously here at Warren Wood School, however, should you ever feel your concerns have not been listened to, you are able to refer them yourself by calling **(01522) 554674**.

### Photographs

The use of personal phones by anyone is not permitted unless there is an emergency.

### Smoking

Smoking is not permitted in any part of the school building or surrounding school grounds.

### Health & Safety

It is everyone's responsibility to report any health and safety concerns as they arise. These should be reported to the site manager, Mr Swetman, who is responsible for Health and Safety in and around the school.

### Social Emotional and Mental Health

In addition to the support offered by class teachers and support staff, Mrs Sutherland works closely with the children providing pastoral care. This includes support for social, emotional and behavioural difficulties.

### We also have four Adult Mental Health First Aiders on site.

Mrs Ellis

Miss Guillatt

Mrs Mantell

Mrs Wood