

Onsite Procedures

- All visitors must sign in at the School Reception on arrival and leave registration details of any vehicles parked in the car park
- Please wear your identification / visitors badge at all times.
- Please return your visitors badge to the school office when you sign out.

Health & Safety

- As a visitor you have responsibility to care for your own and other's health and safety.
- Please turn off your mobile phone in school and only use it in the designated areas.
- We operate a strict No Smoking policy on the School site.
- In the event of a FIRE ALARM please follow the instructions from a member of staff and report to a safe assembly point.
- First Aid is available at the School Office.
- Vehicles and contents are parked on the school premises at the owners' risk.
- Please take care of your valuables at all times. The School cannot be held responsible for any personal effects. Bags should not be left unattended in general school areas

Thank you for taking the time to read this leaflet.

We hope you enjoy your visit and look forward to welcoming you back soon.

Please Remember:

If you are concerned about any aspect of health and safety, security or wellbeing on the school site please report your concerns to the School Office.

It does not matter if you are a paid worker, a volunteer or a member of the community you have a responsibility to act if you are worried about a child or their safety.

**Visitor
Information**
Welcome to our school

**Safeguarding Young People
Health & Safety**

Keeping Our Young People Safe

George Tomlinson School is committed to safeguarding and promoting the welfare of children and young people and expects all staff (including supply staff) volunteers and visitors to share this commitment.

No-one wants to hear about children being abused, neglected or unsafe and that sometimes makes it difficult to respond so...

Remember these three important messages;

1. All children have a right to be safe no matter who they are or what their circumstances.
2. Keeping children safe is everyone's responsibility.
3. We all need to listen to children even though we may not always be comfortable with what we hear.

Safeguarding is Everyone's Responsibility

Young people can be abused physically, sexually, emotionally or through neglect.

The concerns you have may make up part of a bigger picture which could help to prevent serious harm to a young person. Giving families help at an early stage can prevent abuse and neglect.

If You Have Any Concerns

If you have any concerns please report them to one of our designated members of staff.

Our Child Protection Officer is:

John Pickett- Interim Deputy Head teacher

George Tomlinson designated safeguarding leads:

Beverley Alan – School Business Manger

Ewa Lasarz – Interim Extended Services Leader

Joe MacDonald – SENCO

Jade Kilpatrick – Sports Coach

Hannah Cameron – Class Teacher

Lisa Searle – Learning Support Assistant

Lime Trust designated safeguarding leads:

Claire Keefe – Lime Trust

Lynne Harrowell – Lime Trust

Brendan Plunkett – Lime Trust

Claire Keefe – Lime Trust

Marc Travis – Lime Trust

Amanda Daoud – Lime Trust

Please ask to speak to one of these people by enquiring at the School Office. If you wish to speak to one of them after you have left the premises please telephone the school office.

Alternatively

You could contact the Waltham Forest Multi Agency Safeguarding Hub.

The Safeguarding Hub will have someone who has responsibility for child protection and safeguarding issues.

It is not your responsibility to investigate child abuse but you should tell the appropriate person within the organisation. It will be this person's job to know whether to pass your concerns on.

Children's Social Care and the Police will decide whether they need to investigate your concerns.

Waltham Forest Multi Agency Safeguarding Hub:

020 8496 2310

mashrequests@
walthamforest.gov.uk