

## DESIGNATED PERSONS

### Manor Green:

#### **Designated Safeguarding Lead:**

- Warren Griffiths, Head of Wellbeing and Safeguarding

#### **Deputy Designated Safeguarding Leads:**

- Helen Hannam, Headteacher
- Warren Griffiths, Principle and DSL
- Josie Glover, AH
- Sarah Fraser-Thwaites, AH
- Jerell Gumbs, AH
- Shelley Thomas, AH
- Charlotte Deer, PA to LT
- Nagina Pazir, Family Advisor
- Zoe Rapley, Apprenticeship Assessor (Apprentices only)

#### **Designated Teacher for Children in Care:**

- Aniqa Butt

### The Link:

#### **Designated Safeguarding Lead:**

- Mary Keenan, Head of The Link, Operational & Wellbeing

#### **Deputy Designated Safeguarding Leads:**

- Rachel Goymer, AH
- Sharon Astle, Teacher, College Link only
- Jon Hannam, Teacher, (College Link only)

#### **Safeguarding Governor:**

- Simon Calvert
- Email: [simon.calvert@manorgreenschool.co.uk](mailto:simon.calvert@manorgreenschool.co.uk)

#### **Chair of Governors:**

- Richard Pelly
- Email: [Richard.pelly@manorgreenschool.co.uk](mailto:Richard.pelly@manorgreenschool.co.uk)  
Tel: 07876 032251



**Please contact School Reception if you wish to refer to the Safeguarding guidelines contained in our Staff Handbook and/or Safeguarding Policy.**

Manor Green School & Primary Link  
Elizabeth Hawkes Way  
Maidenhead  
SL6 3EQ

Secondary & College Link  
The Careers Hub  
Chiltern Road  
Maidenhead  
SL6 1XA

Headteacher: Mrs. Helen Hannam

Phone: 01628 513800  
Fax: 01628 513808  
E-mail: [office@manorgreenschool.co.uk](mailto:office@manorgreenschool.co.uk)



## **SAFEGUARDING STUDENTS**

**2024-25**

## **GUIDANCE FOR ADULTS VISITING OR WORKING AT MANOR GREEN SCHOOL & THE LINK**

**Tel: 01628 513800**

# Safeguarding at Manor Green School & The Link

## OUR COMMITMENT TO SAFEGUARDING

At Manor Green School & The Link we promote safe working practices for everyone within the school and college community, whatever their role or reason to be here.

Adults visiting or working on our sites play a very important part in the life of the school and college and are all responsible for keeping the students safe.

Whether you are employed by the school or are a visiting parent, carer, contractor or a guest speaker, we ask you to please study this leaflet in detail and do your best to support our safeguarding practices.

Our students have a diverse range of special educational needs and most have a degree of difficulty in effective communication and appropriate interaction with others.

It is, therefore, particularly important that we all take steps to keep the students and ourselves safe, bearing in mind that our actions can sometimes be perceived in a way that is not intended.

To minimize the risk of possible allegations of wrong doing, please follow this advice.

## DO

- Enjoy your visit and use common sense when interacting with the students.
- Report any concerning or unacceptable behaviour of any persons on site to the named designated persons (see reverse).
- Be aware that any interaction with students may be interpreted by them as offensive or inappropriate, even if this was not your intention. It can, at times, trigger challenging behaviour and lead to emotional or physical outbursts.
- Be aware that contact made outside of our sites with a student may also be considered inappropriate by that individual and could lead to your interaction being misinterpreted.
- Be aware that we deem any online or personal social networking between the employees of the school & college and the students unacceptable.

### **In the event of a student making a disclosure regarding potential harm:**

- Immediately refer the matter to the member of staff responsible (see reverse).

## DO NOT

- Instigate any inappropriate verbal or physical contact with students (this applies both on and off our grounds).
- Give personal information to any student (this includes your address, telephone or mobile number or e-mail address).
- Do not accept or respond to a student attempting to give you personal information (this includes their address, telephone, mobile number or e-mail address).
- Accept physical or verbal abuse from a student. Do not respond yourself but report it immediately to the member of the school staff responsible for your visit.
- Do not ignore your judgment or "gut feeling". If something does not *seem* right, it probably is not. If you see or hear something worrying:

**YOU MUST REFER  
YOU MUST NOT INVESTIGATE**