



Great Marlow School

Excellence • Compassion • Integrity

Safeguarding

Advice for Visitors



*Great Marlow School is committed to safeguarding.
The school keeps the welfare of its students, staff and
volunteers at its heart.*

Opportunities are Created • Potential is Realised • Excellence is Achieved



Welcome to Great Marlow School

Upon arrival at Reception you will be asked to sign in and for visitor ID. Please do not be offended by this it is part of our normal procedures.

Visitor/Contractor Badges

Writer, Travel Writer, Journalist, Copywriter, Marketing, Editor, Publisher, Teacher, Advertiser, TV Producer, Public Relations, Human Resources, Designer, Media and ICT, Sales Representative Writer, Travel Writer, Journalist, Copywriter, Marketing, Editor, Publisher, Teacher, Advertiser, TV Producer, Public Relations, Human Resources, Designer, Media and ICT, Sales Representative

Staff

All staff wear ID badges at all times.

Students

All students from Year 7 to 11 wear school uniform. Sixth Form students all wear ID badges.

Safeguarding at GMS

All Information, including our Safeguarding Policy and Online Safety advice, can be found on our website: <https://gms.bucks.sch.uk/safeguarding>

Health & Safety

A copy of the school's Health and Safety procedures is available from the Site Manager.

Emergency Procedures

In an emergency situation the school alarm will sound continuously. The assembly point is the Astro turf court 1, situated behind, and to the left of the Sixth Form centre. Please proceed to the nearest emergency exit and make your way to the assembly point.

What can you do to help?

Please help to safeguard the students in our care by following these guidelines.

What should I do if I am concerned about a student?

If you are in the school, or whilst working with a student you become concerned about, such as:

- Comments made by a student
- Marks or bruising on a student
- Concerns about a student's behaviour

Please report these concerns to the named Designated Safeguarding Lead (DSL).

There is a noticeboard in the school reception area with all the information you require.

What should I do if a child discloses that they are being harmed?

You must record details of the disclosure, including wherever possible, the exact word or phrases used by the student. Assure the student that they have done the right thing, do not "lead" the conversation, and report the disclosure to our DSL immediately. The DSL will ensure that the matter is dealt with in the most appropriate way. You also have a responsibility to check that the DSL has followed up your concern.

You cannot promise confidentiality.

What should I do if the alleged abuser is a member of staff?

You should report the allegation immediately to the DSL or the Headteacher.

What should I do if the alleged abuser is the DSL?

You should report the allegation immediately to the Headteacher.

What should I do if the alleged abuser is the Headteacher?

You should report the allegation immediately to the DSL who will notify the Chair of Governors. You may also report your concern to the local authority.

How do I ensure my behaviour is always appropriate?

Writer, Travel Writer, Journalist, Copywriter, Marketing, Editor, Publisher, Teacher, Advertiser, TV Producer, Public Relations, Human Resources, Designer, Media and ICT, Sales Representative Writer, Travel Writer, Journalist, Copywriter, Marketing, Editor, Publisher, Teacher, Advertiser, TV Producer, Public Relations, Human Resources, Designer, Media and ICT, Sales Representative

For any safeguarding related queries please email: safeguarding@gms.bucks.sch.uk

Staff who can help

These are the designated members of staff to contact should you have any concerns about a student.

Safeguarding Team



Mr N Maguire
Designated
Safeguarding Lead



Mrs K Craig
Deputy Designated
Safeguarding Lead



Mr G Pendlebury
Headteacher
Safeguarding



Mrs A Gifford
Designated
Safeguarding Lead
for looked after
Children



Mrs S Paul
Safeguarding Officer



Mr J Brown
Designated Governor
Safeguarding Lead

Senior Leadership Team



Mr G Pendlebury
Headteacher



Mr N Maguire
Deputy Headteacher



Mrs K Craig
Assistant
Headteacher



Mrs L Fletcher
Assistant
Headteacher



Mrs V Bennett
Assistant
Headteacher
Pupil Premium and
Services Lead



Mrs V Todd
Assistant
Headteacher Special
Educational Needs
Co-ordinator



Mr O Hollyman
Associate
Headteacher



Miss F Tuddenham
Associate Assistant
Headteacher



Mrs S Bullock
Associate Assistant
Headteacher



Mrs K Houston
Associate Assistant
Headteacher

Directors of Learning



Mr O Taylor
DofL Year7



Mrs F Tuddenham
DofL Year 8
DofL KS3



Miss C Roberts
DofL Year 9



Miss A Miles
DofL Year 10



Mrs N Pendlebury
DofL Year 11



Mrs K Craig
DofL KS4



Mr O Hollyman
Deputy Head of
6th Form



Miss A Jones
Deputy Head of
6th Form