



## THE GATEWAY ACADEMY SAFEGUARDING INFORMATION

For volunteers, short-term supply staff and all visitors

If you have any concerns about a student or a staff member, you **must** contact a member of the approved Safeguarding Team immediately via reception. Contact information for members of the Safeguarding Team may be found overleaf.

**Contact:** The Gateway Academy, Marshfoot Road, Grays, Essex, RM16 4LU  
**Tel:** 01375 489000 | **Email:** Cp-gateway@theglc.org.uk



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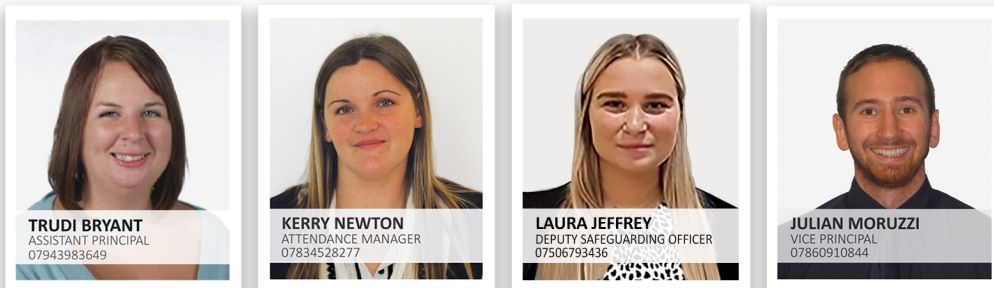
Our mission is to provide each individual the opportunity to grow into high-achieving, resilient, healthy, aspirational, caring, and fulfilled members of society.

Everyone has a responsibility to safeguard and promote children's well-being. Everyone who comes into contact with children, including their relatives and caregivers, has a responsibility to do their part to keep them safe.

All Gateway employees will make sure their approaches are "child-centered" in order to fulfil this goal, meaning that they will always take the child's best interests into account. All employees and guests should always approach safety with the mentality that "it could happen here."

All visitors are required to sign in at reception. This serves as confirmation that you have read and understand this information and that you will follow all safeguarding protocols while at the school.

#### Gateway Academy Safeguarding Team



Any Safeguarding concerns must be reported to a member of the Safeguarding Team immediately via reception. Principle contacts for the Safeguarding Team are **Trudi Bryant (Child Protection Officer - 07943 983649)**, **Laura Jeffrey (Deputy Child Protection Officer - 07506 793436)**, or **Kerry Newton (Deputy Child Protection Officer - 07834 528277)**.

**While you are on our premises, the following regulations MUST be observed:-**

- \* As a visitor, you have a legal responsibility to care for your own and others health and safety.
- \* If the fire alarm sounds, leave the building as instructed by your host and report to the **FIRE ASSEMBLY POINT**.
- \* Please note that the school has a **NO SMOKING** policy.
- \* Any accident or illness must be reported immediately to reception.
- \* Visitors are not permitted in any part of the school unless escorted by a member of staff.
- \* Visitors must sign in and out of the premises, and visitors badges must be visible at all times while on the premises.

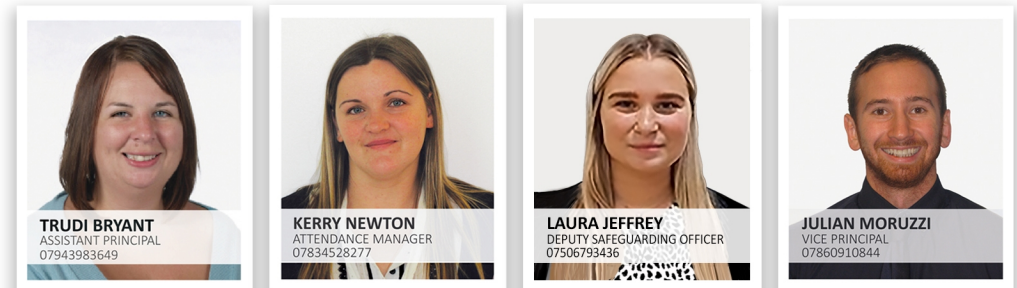
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