

Headteacher:

Robert Benson

rcb@dggs.kent.sch.uk

School Designated Leads (DSLs) for Child Protection & Safeguarding:

Ann Griggs (Lead)

anngriggs@dggs.kent.sch.uk

Jeremy Single (Deputy)

jeremysingle@dggs.kent.sch.uk

Rachel Easley (Deputy)

racheleasley@dggs.kent.sch.uk

School Governor Responsible for Safeguarding:

Lyn Nunn

lynnunn@dggs.kent.sch.uk



Personal Safety



Please keep your personal possessions with you at all times. If you see anything suspicious, please contact a member of staff immediately.

We hope that you enjoy your visit to Dover Grammar School for Girls. Should you require any help or advice, please ask at Reception.

Please take time to read this leaflet which is designed to:

- Help you understand the measures in place to protect our students and staff
- Inform you of the health, safety and security protections on site

Dover Grammar School for Girls

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Dover Kent

CT16 2PZ

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enquiries@dggs.kent.sch.uk

Dover Grammar School for Girls is
GDPR compliant.
For further details, please see our website.

Dover Grammar School for Girls



Safeguarding

Students, staff and visitors
to the school

We request that all visitors take
the time to read this information

Welcome to Dover Grammar School for Girls

At Dover Grammar School for Girls we are committed to the care and well-being of our students. As a visitor to our school, if you see anything during your visit that causes you concern, then please report this to Reception so that a member of the Senior Leadership Team can be contacted.

If applicable, please make sure that you wear your visitor's badge throughout your visit, and remember to sign-out in Reception before leaving the school site.



Respect

We work hard to develop and maintain positive relationships based on mutual respect. Violent or abusive behaviour of any kind will therefore not be tolerated and decisive action will always be taken to protect the well-being of students and staff.

First Aid

DGGS has a number of trained first aiders throughout the school. If one is needed during your visit, please ask a member of staff who will help you.

If you have a medical condition of which we should be aware, please inform Reception on your arrival.

Smoking

DGGS operates a no smoking policy - which includes the grounds and car park. The use of electronic cigarettes is also prohibited.

E-Safety

The school's E-Safety Policy builds on the KCC E-Safety Policy and government guidance.

Mrs Ann Griggs is the school's E-Safety Co-ordinator. She is responsible for ensuring that students and staff are protected from harm and supported to achieve the maximum benefit from new and developing technologies, without risk to themselves or others.

Emergency Procedures

In the event of a an alarm sounding, staff will be on hand to give instructions

The assembly point for a fire alarm is the netball courts in the centre of the school site.

The assembly point for site evacuation is the playground at St Edmund's School.

(Barton Road entrance)

In the event of a lockdown procedure please remain where you are and follow staff instructions.

Mobile Phones

In accordance with our Safeguarding Policy, mobile phones should not be used in the presence of students.