

# Safeguarding Leadership



## DESIGNATED SAFEGUARDING LEAD

**Tom Christopher**

**Senior Assistant Principal**

Prevent Lead / Mental Health Lead

## DEPUTY DESIGNATED SAFEGUARDING LEADS

**Ms Jade Dempster**



**Associate Assistant Principal**

Designated LAC Teacher

**Ms Marie Quetant**



**Student Welfare Officer**

Emotional Literacy Support  
Lead (ELSA)

**Mr Dan MacPherson**



**Principal**

**Mr Will Bryan**



**Assistant Principal**  
Head of Sixth Form

**Mr Melvin Hall**



**Vice Principal**  
Head of Year 11

**Mrs Hayley Mathieson**



**Head of Years 9/10**

**Ms Dilan Gozlugol**



**Head of Years 7/8**

[safeguarding@harrisscienceeastlondon.org.uk](mailto:safeguarding@harrisscienceeastlondon.org.uk)

Tel: 0208 981 2680 \ [www.harrisscienceeastlondon.org.uk](http://www.harrisscienceeastlondon.org.uk)

The Clock Mill, Three Mill Lane, London E3 3DU

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**THE MIX**



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**childline**



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## Safeguarding and Child Protection Information for Visitors

The Clock Mill Three Mill Lane, London E3 3DU // Lock Keepers, Navigation Road, London, E3 3JW

## Safeguarding Guidance for Visitors

Visitors to the school site play an important part in the daily life of the school. You can play a part in keeping pupils safe whilst working at or visiting the school by observing the following guidance;

- Do not initiate verbal or physical contact with the pupils unless it is appropriate and part of the agreed reason for the visit.
- Do not give any personal information to the pupils, such as personal contact details or social media information.
- If a pupil makes a disclosure to you, do not promise confidentiality. Instead explain you would need to inform the designated safeguarding lead to ensure we can keep the pupil safe.
- If you have concerns that a pupil may be in risk of harm then you **MUST** report it immediately to a member of the Safeguarding Leadership (details on the back of this leaflet) or to the Reception to complete a Safeguarding Concern Reporting Form of the site you are visiting.
- Email [safeguarding@harrisscienceeastlondon.co.uk](mailto:safeguarding@harrisscienceeastlondon.co.uk)

**For further guidance the schools Safeguarding and Child Protection Policy can be found on the school website.**

## Security

- All visitors will be asked sign in on arrival at any of our sites and collect your visitors badge.
- This lanyard must be worn at all times and should be visible to all staff and pupils.
- You may be asked to produce photographic I.D.
- Please provide evidence of your enhanced DBS clearance. If you do not have enhanced DBS clearance you must be supervised by a member of staff at all times during your visit.
- You will be required to sign in at all sites that you visit.
- Please return all lanyards to reception and sign out when you leave any site.

## Other General Information

### Fire and Emergency Evacuation

If the fire alarm sounds, please leave the building immediately by the nearest exit. Staff will direct you to the assembly point.

**Assembly point for Clock Mill is Three Mills Green,  
for Lock Keepers it is Bridge at Bow Locks**

### First Aid

If you require first aid or feel unwell please report to the reception of your site where you signed in.

### Accidents and Incident

Any issues or accidents which occur onsite must be reported to the main reception of the site you are visiting.

### Photographs

Visitors are prohibited from taking photographs or filming on any devices while on the school site.

### Access to the Internet

All users of the school systems and Wi-Fi must comply with our Online Safety Policy which includes our Acceptable Use Policy. This can be found on the school website under Policies.

### Visitor Toilets

These are found on the 3rd Floor through the Library, please ask a member of staff for directions.

**Thank you for visiting  
Harris Science Academy East London**