

## Where to go for more information...

A copy of our Safeguarding and Child Protection policies can be found on our website:

[www.overttonprimary.co.uk/about-us/safeguarding](http://www.overttonprimary.co.uk/about-us/safeguarding)

### External Sources:

Keeping Children Safe in Education:  
Statutory guidance for schools and colleges,

### DfE

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Hampshire Safeguarding Children Partnership (HSCP)

<https://www.hampshirescp.org.uk/>

### NSPCC

<https://www.nspcc.org.uk/keeping-children-safe/>

### Contact us

**Phone: 01256 770249**

**Email:**

**[adminoffie@overtton.hants.sch.uk](mailto:adminoffie@overtton.hants.sch.uk)**

## Designated Safeguarding leads at Overton Primary School

### Designated Safeguarding Lead (DSL):



Mrs Fiona Wyeth,  
Headteacher



Mrs Jane McDevitt  
Inclusion Manager



Safeguarding Governor:  
Mrs Elizabeth Gough



## SAFEGUARDING

Overton CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and members of the wider school community to share this commitment of responsibility.

This leaflet contains information regarding our safeguarding expectations of you whilst visiting us.

# WELCOME TO OVERTON

## Your safeguarding commitments when visiting our school are:

- Report to the school office and sign in on the tablet
- Wear your visitors badge at all times
- Report any concerns to the Designated Safeguarding Lead (DSL) immediately
- Only use dedicated staff toilets
- Visitors that do not have a valid DBS must not walk unaccompanied around the school site
- Mobile phones must be switched off at all times
- Taking photographs, or using and recording device is not permitted unless consent has been obtained for the relevant activity.

## WHAT YOU SHOULD DO IF YOU HAVE ANY CONCERNS ABOUT A CHILD

If you have any safeguarding concerns about a child, you MUST inform the Designated Safeguarding Lead.

## WHAT YOU SHOULD DO IF A CHILD MAKES A DISCLOSURE TO YOU

If a child makes a disclosure to you, you MUST:

- Stay calm & listen carefully
- Not promise confidentiality
- Not question the child about it
- Reassure the child that they have done the right thing
- Take a record of what the child has said, including the time, date, how and when the information was received and pass this directly to the DSL

## WHAT YOU SHOULD DO IF YOU HAVE ANY CONCERNS ABOUT A MEMBER OF STAFF

If you have concerns about the conduct of a member of staff following an observation or disclosure, you must inform the Designated Safeguarding Lead or the Deputy Designated Safeguarding lead in their absence.

### KEEPING YOURSELF SAFE

Whilst on site, you should always remain professional

Always be aware of how you speak around children—they may interpret things differently

Avoid any physical contact

If your duties require you to be alone with a child always ensure that the door is left open or that you can be seen through windows

If a child behaves inappropriately towards you, you must inform the Designated Safeguarding Lead (DSL)