

Contacts

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the person who gave it to you if you are not clear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in your school, you must report this to the person Designated for Child Protection in your school.

Keeping Children Safe at
Waddesdon Village Primary School



The Safeguarding Team

Designated Safeguarding Lead:
Laura Forchione (Headteacher)



Deputy Safeguarding Lead:
Sarah Leslie (Deputy Headteacher)



Senior Mental Health Lead:
Hayley Smith



Head Teacher: Miss Laura Forchione
Dep. Head Teacher: Mrs Sarah Leslie
Chair of Governors: Mrs Sharon Matheou

Email: office@waddesdonprimary.com

Education Safeguarding Advisory Service

Officers:

Tracey Ireland: 01296 382817

Kerenza Gwynn-Allnut: 01296 383174

Julia Goodes: 01296 382822

Duty telephone number: 01296 387981

Email: secure-esasduty@buckinghamshire.gov.uk

First Response Team:

01296 383962 between 9am-5pm Monday to Friday.

Outside of these hours, contact the Emergency Duty Team (EDT) on 0800 999 7677.

Buckinghamshire Safeguarding Children Partnership (BSCB):

<https://www.buckssafeguarding.org.uk/childrenpartnership/>

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01296 387146

CHILD PROTECTION ADVICE FOR VOLUNTEERS



Child Protection Advice for Volunteers

Thank you for your interest in becoming a volunteer. This leaflet is designed to provide some useful advice.

As a school we are committed to Safeguarding and meeting the needs of children, young people. This leaflet will provide some useful advice and information when working with children whilst you are with us.

Disclosure and Barring Service (DBS) checks

As of 1 September 2026, the UK government has removed the "supervision exemption" for school volunteers, meaning regular volunteers who teach, train, instruct, care for, or supervise children now require an [Enhanced DBS check with Children's Barred List information](#). **This does mean that all regular volunteers in school will require an Enhanced DBS check with Children's Barred List.**

What has changed?

- **Removal of Supervision Rule:** Previously, a volunteer was exempt from needing a [Children's Barred List](#) check if a teacher or staff member was supervising them. That exemption no longer applies.
- **The Frequency Threshold:** The requirement applies if a volunteer does these activities on more than 3 days in any 30-day period **or** overnight (between 2am and 6am).
- **Multiple Settings Count:** Days spent volunteering across different locations (like a sports club and a primary school) all add up toward the same 30-day limit.
- **Occasional Help:** Parents helping out on a strictly one-off or rare basis (3 days or fewer in a 30-day window) do not fall under this regulated activity rule.

What are my responsibilities as a Volunteer?

All those who come into contact with children through their everyday work whether paid or voluntary have a duty to safeguard and promote the welfare of children. It is important to be familiar with our Child Protection Policy a copy of this document will be given to you during your induction.

Which children need protection?

You may become aware whilst working with a child that there are some problems at home or elsewhere that give you cause for concern.

You may become aware of unexplained marks or bruising, or changes in the child's behaviour or demeanour

Sometimes children display aggressive behaviour, become withdrawn and uncommunicative or unable to concentrate. These may be out of character for the child

What should I do if I am worried about a child?

We have a Designated Safeguarding Lead who has been trained to support students and staff when concerns arise:

Name – Miss Laura Forchione, Head Teacher
Contact details: 01296 651237

You must report your concerns to them without delay. They will support you to take the appropriate action to safeguard the child concerned
Remember safeguarding is everyone's responsibility

What should I do if a child discloses that s/he is being harmed?

Although the likelihood of this is small it is important to know what to do in such an eventuality.
Listen to the child, without making judgements.
Take what they tell you seriously, children rarely lie about such matters.
Explain that you can't keep the information secret and must pass it on to someone who will know what to do.
Don't interrogate the child and ask leading questions, such as "what did he do next".
Try and convey to the child that they are not to blame for what has happened, though at the same time avoid criticising the abuser.
Don't make promises that you can't keep but tell the child what you are going to do.

What should I do next?

Speak with the Designated Safeguarding Lead immediately

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

You should report such allegations to the Head teacher. If the allegation is about the Head teacher contact the Chair of Governors.

How do I assure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect.

You will be given a copy of our school Code of Conduct which sets out the behaviours we expect of all staff and volunteers. You must read and be familiar with this document

As a volunteer you may well be working closely with children sometimes on a one to one basis.
Children, especially when they are young are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this.

If you are working with a pupil on his/her own always ensure that the door is left open or that you are visible to others.

Never make arrangements to meet a pupil on their own without school and parental permission.

Do not photograph pupils, exchange e-mails or text messages, or give out your own personal details.