



**CENTRAL PRIMARY · IN THE HEART OF WATFORD**

Children are Central

**Headteacher:** Mr J Mynott, MA PGCE

September 2016

Dear Potential Volunteer,

### **Request to Volunteer**

Thank you for your interest in volunteering at Central Primary School.

Volunteers are a valued part of our school team, but I hope you understand that it is important that we keep children safe at all times and our volunteers must undergo safeguarding checks and some training before we will allow them to work with our children.

At Central we require volunteers to complete the following checks:

- Online DBS (Disclosure Barring Service) check. This is an enhanced DBS with barred list check.
- 2 good character references
- An interview with a member of our senior team

In addition to the above checks we also ask that you attend one of our adult volunteer training sessions. These are held termly (the table below shows the planned trainings this year).

Autumn Term 2016	Spring Term 2017	Summer Term 2017
Tuesday 13 <sup>th</sup> September 9am	Wednesday 18 <sup>th</sup> January 9am	Monday 24 <sup>th</sup> April 9am
Tuesday 1 <sup>st</sup> November 9am		

I hope you will understand that in order to keep all children safe it is essential that anybody coming into close, regular contact with our children is rigorously checked. Following the successful completion of these checks we look forward to warmly welcoming you into our setting and hope that you will enjoy supporting your child and others in their year at nursery.

Please contact the School Office to arrange completion of the above checks and to book an interview and training time.

Yours sincerely,

*JP Mynott*

John Mynott  
Head Teacher



Dear \_\_\_\_\_

Please can you complete this character reference form for a voluntary position at Central Primary School. When completed please email the completed form to [admin@central.herts.sch.uk](mailto:admin@central.herts.sch.uk) for the attention of John Mynott – Head Teacher. Thank you.

## Character Reference Form

<b>Candidate's Name:</b>	
<b>Post applied for:</b>	Volunteer Helper
<b>Name of Referee:</b>	
<b>Referee's Tel No:</b>	
<b>How long have you known the candidate and in what capacity?</b>	
<b>If you have any concerns about the candidate's suitability for working with children and young people, then please give details here:</b>	
<b>Do you have any concerns regarding the candidate's trustworthiness? Yes/No</b>	
<b>Please comment on your opinion of the candidate's suitability for the above post:</b>	
<b>Would you employ/ provide a voluntary placement to this candidate yourself? Yes/No</b>	
<b>Why?</b>	
<b>Your signature:</b>	<b>Date of this reference:</b>
<b>Your name:</b>	