



CENTRAL PRIMARY - IN THE HEART OF WATFORD

Children are Central

Headteacher: Dr J Mynott, MA, PGCE, EdD

July 2019

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
- Volunteer Safeguarding Training with a member of our senior team.

The cost of the DBS check is £18. The school office will run the DBS check for you after you have provided them with the payments and 3 proofs of ID (ideally passport/driving licence/council tax).

The adult volunteer safeguarding training sessions are held termly (the table below shows the planned trainings this year).

Autumn Term 2019	Spring Term 2020	Summer Term 2020
Thu 12 th September 13.30-14.30	Thu 9 th January 13.30-14.30	Thu 23 rd April 13.30-14.30
Tue 1 st October 9.00-10.00	Tue 28 th January 9.00-10.00	

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. Details about your volunteering hours will be discussed after the checks have been completed.

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 for the attention of Mona Paalanen – Deputy Headteacher. Thank you.

Character Reference Form

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