



St Matthew's Primary School

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Dear Volunteer,

Thank you for enquiring about volunteering at St Matthew's Primary School. Any time you can give in helping support the children's learning is greatly appreciated.

We believe that our school should be open and welcoming to all who would like to support the children. We want to ensure that volunteers are welcomed and valued as members of the school community. If you are able to commit to volunteering at St Matthew's and help support the children's learning please complete the application form attached and return it to the school office.

At St Matthew's Primary School we have an overriding duty for the safety of the children in our care. In accordance with Keeping Children Safe in Education, we ask Volunteers to read "**Keeping Children Safe in Education, Information for All Staff**" and our **Safeguarding and Child Protection Policy**. You can view these documents on our school website or ask the school office for a copy. In addition, we will ask you to provide us with the names and addresses of two 'professional' referees. Once we have received your application the school will request your references. As soon as these have been approved we will contact you to arrange a convenient time to complete a Disclosure and Barring check (DBS). This will need to be completed before you begin your volunteering. You will need to arrange a time to come to the school office to complete this check and should allow 20 minutes to complete the whole process. A list of the documentation needed to complete this check is enclosed in the application form.

Your help and support are hugely welcome and will make a real difference for the children of the school. We shall look forward to receiving your application and welcoming you into St Matthew's Primary School.

Yours faithfully,
Tony Davies

Headteacher