

# St. Peter's Catholic Primary School

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Head Teacher: Miss Louise Buxton

*'I have come that they  
may have life, and  
have it to the full.'*

John 10:10

**Aspire**  
not to have  
more but to  
**be more**

Dear Volunteer

Thank you so much for offering to volunteer at St Peter's School. At St Peter's we hold safeguarding at the centre of all we do.

In welcoming you as a volunteer you are joining the staff in modelling the behaviour we expect from the children. You may be assisting the teacher with small groups within the classroom or out on an external visit or hearing readers within the communal areas of school. We may ask you to help on a regular basis or for a specific event. It is expected that the Class Teacher will give you clear instruction as to the task you are asked to do.

In order for us to carry out the relevant safeguarding checks, we would be grateful if you would complete the attached forms and return them to the office.

- Rehabilitation of Offenders Act
- Childcare Disqualification Form
- Safeguarding Declaration Form
- Overseas Employment Check

All volunteers will be subject to Disclosure and Barring Service checks, to enable this please provide three forms of identification. One must be photographic ID and one must have a current address. In addition, please provide the contact details, including the email address of someone who would be happy to provide you with a reference, this person should be a current or recent employer.

We suggest three of the following:

- Passport, current
- Driving licence, current and only the photo card.
- Council Tax Bill, current year
- Utility bill but not a mobile phone bill (less than three months old)
- Bank Statement. (less than three months old)
- Credit card statement (less than three months old)

If you are unsure what are acceptable forms of identification, please contact a member of the office team.

Yours faithfully

Claire Lane

Admin Assistant

