



Dear Parent / Community Volunteer

Thank you for your help in school. As part of our ongoing work to safeguard the children and ensure that volunteers working in school are safe, we would like you to read the following policies:

- Volunteers Working in School Policy
- Health and Safety Policy
- Safeguarding Policy
- Code of Conduct Policy
- CSAT Privacy Statement

All of the above policies are located on the school website, [raglanprimaryschool.co.uk](http://raglanprimaryschool.co.uk). Please navigate to the heading Our Community and the Volunteers tab.

Please complete the Volunteer Application form, the Personal Contact/ Medical Information form and the Volunteer Agreement forms attached and return to the office.

Please note we no longer DBS volunteers unless they are in regulated activity. Therefore, we will let you know if you need to submit a DBS application. Badges are now generic. If you have an existing badge, we would ask that you use this until the DSB expires and then return the lanyard to the office. At the end of your volunteering session please return the generic volunteers lanyards to the office.

Mrs Beasley coordinates volunteers helping in school. If you have any further questions or need any further clarification please contact Mrs Beasley.

Once again, thank you for your help.

Yours sincerely

Ms Kath Margetts  
Headteacher

