



Thank you for your interest in becoming a volunteer at Water Orton Primary School. In this pack, you will find the following:

- Volunteer job description
- Volunteer application form
- Criminal self-disclosure form
- Privacy notice (See Data protection Policy School website)

If you would like to be considered for a volunteering role, please complete the application form and return via email to admin2618@welearn365.com for the attention of the office manager.

Once your application has been received, you will be contacted to invite you to attend a short meeting and references will be obtained. It will be expected that you will be familiar with the content of the following school policy documents which you will find on our school website by selecting 'information for staff'

- Child protection and safeguarding
- Keeping children safe in education part one
- Staff behavior policy (code of conduct)
- Health and safety overview

Following the conversation, a decision will be made as to your suitability for an offer of a volunteering role at the school. Any offer made will be subject to an enhanced DBS (Disclosure and Barring Service) check.

As part of your role, you will be expected to work in accordance with the volunteer job description, adhere to all school policy documents and undertake relevant training. You will also receive a full induction prior to the commencement of your volunteering role.

The application form asks you to specify which year group(s) you would be interested in volunteering in. Please note that whilst this is taken into consideration, we cannot guarantee your request will be possible.

I look forward to hearing from you in due course.

Yours sincerely

A handwritten signature in blue ink that reads 'Emma Smith'.

Emma Smith

Headteacher

Water Orton Primary School is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment.

