

West Green Primary School

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Headteacher: Mrs S Chapman



15th October 2026

Dear Parents & Carers

re: Call for Parent Volunteers and Safeguarding/DBS Requirements

We love welcoming parent volunteers to help with our school activities, trips, and classroom support. Volunteers play a wonderful role in enriching our pupils' learning experiences.

To keep our children safe, our school follows strict safeguarding guidelines. When you volunteer at school a Disclosure and Barring Service check, known as a **DBS check**, will be required.

When is a DBS check needed?

- **Regular helpers:** If you volunteer regularly (such as once a week or multiple times a month) to listen to readers or help in classrooms.
- **One-off events:** If you are attending a one-off daytime school trip or event.

Volunteer DBS checks are free of charge through our processing provider. You will be asked to provide **3** forms of identification, one must be a photo ID. Acceptable forms of ID include the following:

- passport;
 - driver's license;
 - birth certificate;
 - bank statement;
 - utility bill.
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- You will also need a national insurance number.

How to get involved

If you would like to join our volunteer helper pool, please complete the slip overleaf and return it to the school office by **Friday, 23rd October 2026**. We will then send you the next steps for completing your application form and verifying your identity documents. You may already have a DBS for another establishment, however to be able to volunteer for the school you must have a DSB specifically for West Green Primary School.

Thank you for your continued support and dedication to our school

Kind regards

A handwritten signature in black ink, appearing to read 'S Chapman', is written over a horizontal line.

Mrs S Chapman

Headteacher



Parent Volunteer Reply Slip

*Please return this slip to the school office by **Friday, 23rd October 2026.***

- **Your Child's Name:** _____
- **Class:** _____
- **Parent/Carer Name:** _____
- **Contact e-mail address and Phone number:**

E-mail: _____

Phone number: _____

- **I am interested in helping with (please tick all that apply):**

☐

Regular classroom/reading help

☐

Local day trips

☐

One-off school events/fundraisers

Signed: _____

Print name: _____

Date: _____