



Queens' Federation

Queen Emma  
Primary School

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Executive Headteacher:  
Mrs C M Peet M.A.

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Dear Parent Carer

Thank you for enquiring about volunteering at Queen Emma 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 Queen Emma and help support the children's learning please take a look at our Volunteer's pack. This is available from our website [www.queenemmaschool.org.uk](http://www.queenemmaschool.org.uk) or from the school office.

At Queen Emma Primary School we have an over-riding 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' Part 1**, and '**What to do if you're worried a child is being abused**'. Volunteers are also required to complete the 'Disqualification and Disqualification by Association' form and sign the Volunteer Agreement. These documents form part of our Volunteer's pack, detailed above.

There are two types of volunteers who help in school. We have parents who kindly offer to accompany children on a trip or occasionally come into school to help in the classroom. These volunteers are never left alone with groups of children and only come into school infrequently. These volunteers should complete the volunteer agreement and registration form, giving details of two professional referees, but will **not** need to complete a DBS check. For parents who are able to make a regular commitment to helping in school and who may be asked to work frequently with individual children or small groups of children we are required to ask for two references and that a DBS (Disclosure and Barring Service) check is completed.

If you do require a DBS Check please contact the school office. A list of the documentation needed to complete a DBS check forms part of your Volunteer pack. Any checks or references will need to be completed before you begin your volunteering.

Your help and support are hugely welcome and will make a real difference for the children at our school. We shall look forward to receiving your application and welcoming you into our community.

Yours sincerely

Caroline Peet  
Executive Headteacher