



Headteacher
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Dear Parents and Carers

Disclosure and Barring (formerly Criminal Records Bureau) Checks for Volunteer Helpers.

As you are probably aware it is necessary for adults working with children (either as employees or volunteers) to be checked by the Disclosure and Barring service to confirm their suitability to work in a school. This includes parent volunteers in school.

We greatly appreciate the help of our parental volunteers who are extremely important to the school and its work with the children. Therefore I would ask you please not to be put off by having to have a check done. Filling in the application is really not very onerous.

The school now has access to an online DBS application process, which is much quicker than the old style application forms. (We do have paper forms that can be used if you would prefer this).

Please ask at the school office for the guidance information which is very straightforward to follow (or ask for a paper form if you prefer).

When you have completed the application, **or** when you come to get the guidance, please bring it with at least **three** forms of personal identification into school. One of these should be photographic (Passport or Driving Licence) and another, a recent utilities bill or bank statement with your name and address on it. Further details of acceptable ID is given in the guidance material. We then check the ID and submit the application. There is **no fee to pay** for volunteer helpers. The parent and the school are then informed once the check has been completed. Please bring your certificate to school once you receive it, as we may need to take a photocopy of it.

Alternatively, if you have already had a DBS check completed and have paid the one-off fee to enable the DBS service to update it (available since June 2014) please bring your DBS certificate to the school and confirmation of your registration for the updating service. The school will then be able to do an online check that will mean you will not need to do another DBS check.

In addition we issue you with some information on safeguarding children and ask you to return a "Code of Conduct for Volunteers" agreement to the school office.

We are able to allow parents to be in school as helpers whilst waiting for the results of the check since parent helpers are normally working under supervision and with a group of children. However, it is still very important that it is completed as soon as possible.

Many thanks for your continued support.

Sue Duff (Bursar)

At St Mary's, everyone is supported, challenged and secure in a caring Christian environment

