**Haddenham Community Infant School Volunteer Process**

We welcome volunteers at Haddenham Community Infant School. We acknowledge that each individual brings to the school a different perspective and a differing amount of experience in working with children.

In order to safeguard the children, volunteers will be asked to provide two character references prior to starting work, one of which should be from a professional person (eg. your current employer, a teacher or GP). An identity check will also be carried out before the volunteer starts work here. A DBS clearance will be obtained before volunteers start and they will be given guidance by school staff on the schools safeguarding procedures prior to volunteering commencing.

Complete Volunteer application form

* Volunteer application forms are available on our school website. A hard copy can also be collected from the school office
* To request a soft copy please email [office@haddenhaminfant.bucks.sch.uk](mailto:office@haddenhaminfant.bucks.sch.uk)

DBS checks and reference requests conducted

* Prior to starting volunteering we will need to complete an Enhanced DBS check and receive two satisfactory references
* Once you have complete the DBS application please provide the school office with three forms of ID (Passport, birth certificate & a recent bank statement/utility bill

Volunteering begins

* Upon successful return of the DBS clearance and suitable reference sa start date will be agreed