

Oaklands Junior School

Headteacher - Mrs H West

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13th February 2018

Dear Volunteer Helper,

We have been looking at ways of improving our safeguarding procedures in school and discussing this with the Infant School to align our two systems. The Infant School have already introduced a two coloured visitor lanyard badge system, which was part of our joint discussions. A Green Lanyard enables staff to see that wearers have DBS clearance and have read our School's Safeguarding Policy.

We would therefore ask that you please read the policy, which you can find on our website, under Information and School Policies. There is also a power point presentation to view on the website. This can be found on the front page, on the right hand side, by clicking 'Safeguarding in Schools'.

We have also produced a new leaflet, which is attached for your information, and will give you some helpful guidance when helping in school.

Once you have viewed the power point presentation, read the policy and leaflet, please complete and return the slip below to the school office. When next helping in school, please ask for a Green Lanyard when signing in; a list of Volunteers with DBS clearance and who have returned the slip will be available in the office.

We trust you will not find the new system too onerous and that you will support in its implementation.

Yours faithfully,

A handwritten signature in black ink that reads 'HWest'.

Hazel West
Headteacher

Volunteer Helper's Safeguarding Form

Name: Date:

I confirm I have read the Safeguarding Policy and the information leaflet and viewed the power point presentation with regard to safeguarding in school.

Signature:



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