

## Safeguarding and DBS checks

All The Orchard Staff and Governors have enhanced DBS clearance. This means that police checks have been made to ensure that there are no criminal convictions or known reasons why these people would be unsafe to work with children. This includes Club staff, Supply Teachers and visiting Local Authority Agencies\* and Contractors\*

*\*DBS checks for these staff are organised by their employers/ Management Company and we ask for written confirmation that correct procedures have been followed.*

We now ask all regular helpers who make a commitment to help each week or who help with on school trips to have an enhanced DBS clearance check. The cost for volunteers is £7 which is an administrative charge from Babcock4s, our Surrey County Council designated body. The school has met this cost but welcome parents to pay if they feel able to do so.

If you would like to help in school and are not sure what to do:

1. Contact your child's class teacher to say and agree what your regular commitment might be.
2. The teacher will inform the office whether you are on the helpers list.
3. To obtain a DBS form [CLICK HERE](#) and follow the link.
4. Once you have completed the online form, please return your evidence documents to The School Business Manager, Mrs Katie Carter, in the school office.
5. If you would like to pay for the DBS clearance checks please make a cheque payable to "The Orchard School" for £7.  
*However, Please do not feel you have to pay. We are pleased to have your support.*
6. Once you receive DBS clearance you will need to attend a safeguarding session with the headteacher before you can help in school.