



# Whiteknights

## Growing Greatness

Whiteknights Primary School  
Fairlawn Green, Shinfield Rise,  
Reading, Berkshire. RG2 8EP  
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Headteacher Mr F Walker  
 @wokingham\_knight  
 @WokinghamKnight

Dear \_\_\_\_\_,

Firstly, thank you for volunteering to help our pupils. The work that you do makes an enormous difference and helps us improve educational outcomes for our pupils.

Having met with me please could you sign to confirm that you have:

- Had an initial meeting in which basic child protection processes were shared;
- Understand that any concerns should first be raised with the class teacher;
- Understand that all adults have shared responsibility for Health and Safety matter and that concerns must be reported to the School Business Manager;
- Respect the confidentiality of pupils and their families, agreeing to not share information with others;
- Have signed the Code of Conduct and understand its contents;
- Read Keeping Children Safe Part 1 and Part 5 and understand its contents.

Signed: \_\_\_\_\_

Agreed volunteer day(s) and times:

\_\_\_\_\_

Contact number and email address:

\_\_\_\_\_

Emergency contact details:

\_\_\_\_\_

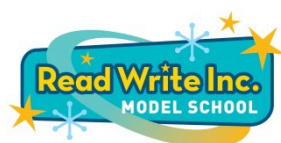
Details of any medical conditions that the school needs to be aware of:

\_\_\_\_\_

Thank you once again for your contribution to our school.

Regards,

Francois Walker



**WOKINGHAM**  
BOROUGH COUNCIL

