COLLIS PRIMARY SCHOOL

Dear Parent / Carer / Volunteer,

Thank you for your interest in being a volunteer helper here at Collis Primary School. It is a requirement that, before anyone can be a volunteer, they have a Collis DBS check.

In order to apply please go to:
https://www.hr-platform.co.uk/individual/application-login/?YmLOZPXxBqjr%2BstNvKzSZiRXTof9Uyo8K%2Fzaw5u4aJo%3D

When you have reached the end of the application, please bring 3 identification documents to the school office. Identification documents would usually be:

- **Passport**
- **Driving licence**
- **Utility bill/Bank statement (dated within the past 3 months and which states your home address), or**
- **Council Tax statement (dated within the past 12 months and which states your home address)**

Once the identification documents are provided then the online application can be verified and progressed. The documents will be photocopied and kept for identity verification purposes for the length of the DBS disclosure.

Once you receive your DBS certificate please bring it in to the School Office so that we can sight the original, and you should then keep it safe for future use.

Each DBS Disclosure lasts for 3 years so you will need to renew it when it becomes due if you wish to continue to be a parent/carer volunteer at the School.

Kind regards
Austa Wilson
Senior HR Officer
Collis Primary School

Email awilson@collis.richmond.sch.uk if you have any problems or phone the School Office on 020 8977 1458.