School Volunteer Application

Please note, this is not an employment.

Thank you for offering to work as a volunteer in Bow Community Primary School. Your time and expertise will help us to meet the needs of the children and aid us in providing the best quality of education possible.

As a volunteer you have rights and responsibilities.

You have the right to be:

● Treated with courtesy and respect

● Set tasks that are achievable and satisfactory

● Informed how your contribution aids the children and staff

● Given advice and support from staff.

You are responsible:

● For ensuring your own and the children’s safety

● To carry out the tasks agreed to the best of your ability

● To seek advice and support where necessary

● To treat as confidential any information, views or opinions acquired whilst in school

● To liaise with staff, keeping them informed of any problem

● To follow the school’s safeguarding policy and procedures.

The work of volunteers in school is very rewarding. We hope that as a volunteer you will enjoy your time in school.

You may have particular skills or expertise that can be put to use by the school. Please mention any training, hobbies or interest you have that you would be willing to share with the school.

Thank you very much for volunteering your time,

Clare Wilmott

Headteacher

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| First name/s: | Last name: |
| Address: | Date of birth: |
|  | Contact telephone number: |
|  | Daytime: |
| Postcode | Evening: |
| Email address: | Mobile: |

2. EMPLOYMENT HISTORY - Present or most recent employment

**Please start with the most recent** *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| Job title and brief outline of duties | Name and address of employer | Dates  From - to  (month & year) | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please give details and an explanation for any gaps in your employment history:

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3. YOUR ROLE AS A VOLUNTEER

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| --- |
| Please use this space to talk about how you would like to help at the school (e.g. hearing children read). |

|  |
| --- |
| Please use this space to talk about any volunteering you have done before and any relevant skills you have. |

4. AVAILABILITY

|  |
| --- |
| Days: |
| Hours per day: |

5. CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, potential volunteers will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

|  |
| --- |
| Rehabilitation of Offenders Act |
| This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all unspent convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared. Please use the space below to give details of any convictions, cautions and bind-overs, including those regarded as ‘spent’. If there are none please write ‘none’: |

|  |
| --- |
|  |

6. SUPPORT FOR VOLUNTEERS

We welcome volunteer applications with all ranges of abilities for the skills they bring. We aim to create a positive environment that enables all volunteers to realise their full potential. So we can consider any appropriate adjustments in the school and better support you in your role, please give details below of any disabilities, health or other relevant issues.

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7. REFERENCES

Please give details of two referees, one of whom should be your most recent employer (if applicable). If you are in, or have just completed full-time education, one referee should be from your school, college or university.

Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to being a volunteer.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Tel no: | Tel no: |
| Email: | Email: |
| Occupation/Relationship: | Occupation/Relationship: |
| How long have they known you? | How long have they known you? |

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and

that it may be used for purposes registered by the Council under the Data Protection Act.

|  |  |
| --- | --- |
| Signature: | Date: |

## DATA PROTECTION ACT 1998. INFORMATION FROM THIS FORM MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE Bow Community Primary School UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY Bow Community Primary School. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT.

# Volunteer Reference Request Form

As a volunteer at a Bow Community Primary School, I understand that class, pupil and parent details, staff room conversations, or school matters are confidential and not to be shared or discussed with parents or members of the general public.

Should I have any concerns, I will initially raise them with the class teacher or the Headteacher.

I understand that the class teacher is in charge of all activities and the discipline in the class. If I am asked to work with a group of children outside the classroom however, or in a discrete group in class, I can remind children of appropriate behaviour and of any classroom rules. It is not my role to discipline the children and I can therefore call upon the teacher and/or the teaching assistant for support, if required.

I understand that should a situation arise that indicates that I have divulged any confidential information to a parent or members of the public, the matter will be investigated and my placement may be withdrawn.

I understand that, before I start working in school, the school will initiate an enhanced DBS check on me in the interest of the safety of the children in the school in accordance of the Children’s Act 2004 (section 11).

I understand that my personal details and details of the DBS check will be held on the school’s single central record for inspection by authorised personnel only.

Name:

Signed:

Date:

Headteacher

Date: