# C:\Users\francer\AppData\Local\Microsoft\Windows\INetCache\Content.Word\logo no bg.pngC:\Users\francer\AppData\Local\Microsoft\Windows\INetCache\Content.Word\logo no bg.pngVolunteer application form

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| **Name:** |  | **Date of birth:** |  |
| **Postcode:** |  | **Telephone:** |  |
| **Address:**  |  |

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| **In the box below, please give details of why you wish to volunteer and the activities you want to undertake:** |
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| --- | --- |
| **Is your application in connection to an educational course? (please circle)** | **Yes/No** |

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| --- |
| **If you answered ‘yes’ to the above, please fill out the table below:** |
| **Name of educational school/college/university:** |  | **Postcode:** |  |
| **Address:** |  |
| **Course details:** |  |
| **Qualification:** |  | **Length of course:** |  |
| **Link tutor:** |  | **Telephone:** |  |

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| **Please fill out the below, providing accurate details of when and how long you are available for:** |
| **I wish my time volunteering to last for (complete as appropriate):** **.......... weeks****………. months****………. terms****until the date of ……………………………** |
| **I wish to work on the following school days (please tick):*** **Monday**
* **Tuesday**
* **Wednesday**
* **Thursday**
* **Friday**
 | **I wish to work (please tick):*** **A full day (8:30am – 3:30pm)**
* **Mornings**
* **Afternoons**
 |
| **My year group / key stage preference is (please complete):****……………………………………………….** |
| **Please list any other requirements in terms of availability (e.g. specific times):** |
| 🞏 **I have enhanced DBS clearance**🞏 **I have applied for enhanced DBS clearance**🞏 **I would like school to help me apply for enhanced DBS clearance** |
| **If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies:** |
| **Signature of volunteer:** |  |
| **Date:** |  |

**Volunteer code of conduct**

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

Volunteers will:

* Observe the high standards of behaviour and ethical conduct mandated by the school.
* Respect other volunteers, members of the staff and pupils, and make them feel valued.
* Be approachable, pleasant and a positive role model for pupils.
* Adhere to all school policies.
* Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
* Treat all pupils and members of staff equally.
* Report any incident of bad behaviour to the class teacher/senior member of staff immediately.
* Dress and behave in a manner which promotes healthy and safe working practices.
* Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements.
* Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor.
* Avoid waste or extravagance and make proper use of the resources.
* Conduct work in a cooperative manner.
* Turn any mobile phones off while on school premises, unless in a designated areas.

Volunteers will not:

* Discipline a pupil; if there are any problems, the class teacher/senior member of staff will be informed straight away and he/she will deal with the situation.
* Shout, hit, threaten or manhandle a pupil.
* Take photographs in school without the prior permission of the supervisor.
* Develop ‘personal’ or sexual relationships with pupils.
* Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.
* Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
* Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
* Express any extremist or discriminatory views, or any views that would offend others.
* Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
* Behave in a manner which may bring the school into disrepute when representing the school.
* Give or receive gifts, unless arranged through the supervisor.

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the code of conduct and agree to abide by the rules outlined.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**