**Dore Primary School**

**Volunteer Application Form**

**Information for applicants**

The details on this application form will help the school decide your suitability for working with and around our pupils – their health, safety and general wellbeing is our prime concern, so we want to take all necessary precautions to protect them.

**Data Protection**

In accordance with our obligations under the Data Protection Act 2018, the information you disclose in this form will not be kept for longer than its purpose or be shared with any other organisation unless required by law.

With regards to references, the school may contact the specified referees to confirm the information you have provided.

All information offered by volunteers is stored securely in both paper and electronic forms. Data offered by unsuccessful candidates is kept for **12 months** after the school receives your application.

**Equal opportunities**

The school appreciates and promotes diversity in our workforce – we aim to ensure that people from all backgrounds can work at the school, to ensure our pupils leave school with a well-rounded view of the community and the people within it. With this in mind, the school encourages all people to volunteer with us and will review applications from any person, regardless of the following characteristics:

* Age
* Disabilities
* Gender reassignment
* Race
* Religion or belief
* Sex
* Sexual orientation
* Relationship status
* Pregnancy

**Safeguarding**

Dore Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

Please contact **volunteering@dore.sheffield.sch.uk** for more information regarding volunteering opportunities at the school and for more information about the school’s obligations and approach to data protection, equal opportunities and safeguarding – this information is available in the following policies:

* Data Protection Policy
* Equality Information and Objectives Policy
* Child Protection and Safeguarding Policy

**Please complete all sections:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Previous name(s):** |  |
| **Telephone number (mobile):** |  |
| **Email address:** |  |
| **Address:** |  |
| **Town/City:** |  |
| **Postcode:** |  |
| **Role applied for:**  | *Volunteer*  |

**Relevant employment/volunteering history:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Start date****dd/mm/yyyy** | **Date of last day****dd/mm/yyyy** | **Position held** | **Type of role (full-time, part-time, voluntary)** | **Reason for leaving** | **Reference available?****✓ 🗶** |
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| --- | --- |
| **Is your application in connection to an educational course? (please circle)** | **Yes/No** |
| **If you answered ‘yes’ to the above, please fill out the table below:** |
| **Name of educational setting:** |  |
| **Course details:** |  |
| **Qualification:** |  |
| **Link tutor:** |  |
| **Tutor contact details:** |  |

**In the box below, please give details of why you wish to volunteer and the activities you want to undertake:**

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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 do not have enhanced DBS clearance** |
| **Declaration:****By signing this form, I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form could result in my application for a volunteer role being rejected or terminated. I agree that the information I give you in connection with this application may be stored and processed for the purpose of personnel management.** |
| **Signature of volunteer:** |  |
| **Date:** |  |

**References**

All volunteer applicants must give two recent and relevant references – the first of which must be from your current or most recent employer or organisation you volunteered for. References from friends, schools and/or colleges will only be accepted where candidates are applying straight from full-time education, or where candidates are able to provide an acceptable reason why a previous employer cannot be contacted. Please ensure all the contact details you have specified are correct and inform the referees you select that the school will contact them. The address information the school requires relates to the referee’s work address, where applicable.

**Referee one**

|  |  |
| --- | --- |
| **Name of referee:**  |  |
| **Relationship to candidate:** |  |
| **Telephone number (work):**  |  |
| **Email address:** |  |
| **Address line one:** |  |
| **Address line two:**  |  |
| **Town:** |  |
| **Postcode:** |  |

**Referee two**

|  |  |
| --- | --- |
| **Name of referee:**  |  |
| **Relationship to candidate:** |  |
| **Telephone number (work):**  |  |
| **Email address:** |  |
| **Address line one:** |  |
| **Address line two:**  |  |
| **Town:** |  |
| **Postcode:** |  |

**Criminal offences**

As it involves working with children, this volunteer role is exempt from the Rehabilitation of Offenders Act 1974 – this means that you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain’ spent’ convictions and cautions are 'protected' and are therefore not subject to disclosure to employers and cannot be taken into account.

In addition to abiding by the Rehabilitation of Offenders Act 1974, all volunteers who work in ‘regulated activity’ with pupils will require an enhanced Disclosure and Barring Service check.

In accordance with the DfE’s ‘Keeping children safe in education’, a volunteer is considered to be engaging in regulated activity if they:

* Will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children.
* Will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children.
* Engage in intimate or personal care or overnight activity, even if this happens only once.

With the above in mind, please answer the following questions honestly – false statements or withholding information will result in one of the following actions being taken:

* Your application will be taken no further
* An offer of employment will be withdrawn
* Disciplinary action leading to dismissal, if you have already started volunteering with the school

Do you have any previous spent or unspent criminal convictions to declare in relation to the information above?

Yes [ ]  No [ ]

Have you ever been disqualified from working with children?

Yes [ ]  No [ ]

If you answered yes to either of these questions, please give details below:

|  |
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**Volunteer Agreement Form**

This agreement form must be completed before you undertake any volunteer work at **Dore Primary School**. In the first section, please write each piece of information in the relevant box on the right. In the second section, please tick each box on the right once you have read the corresponding policy – these policies can be accessed via **the school website**. Please sign and date the first row of the third section.

|  |  |
| --- | --- |
| **Name:** |  |
| **Name of staff member to whom you will report:** | TBC |
| **Number of times that you will volunteer in the school:** |  |
| **Dates that you will volunteer between (to be reviewed after one month):** |  |

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| --- |
| **Please tick the appropriate box once you have read and understood the following documents:** |
| Behaviour Policy |  |
| Behaviour Principles Written Statement |  |
| Keeping Children Safe in Education Part One |  |
| How We Safeguard Children at Dore |  |
| Online Safety Policy (ticking here says you accept the Acceptable Use Policy which is part of this document) |  |
| Whistleblowing Policy |  |

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| **I understand that I am a volunteer and will therefore not receive payment for my duties, other than agreed travel and other out-of-pocket expenses:** |
| **Signature of volunteer:** |  | **Date:** |  |
| **Signature of supervisor:** | TBC | **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 staff and pupils, and make them feel valued.
* Be approachable, pleasant and positive role models for pupils.
* Adhere to all school policies, including the Child Protection and Safeguarding Policy, Health and Safety Policy, Data Protection Policy, Anti-bullying Policy, and Behaviour Policy.
* 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 challenging behaviour to the **class teacher or a senior member of staff** immediately.
* Dress appropriately 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.
* Make proper use of the resources.
* Conduct work in a cooperative manner.
* Turn off mobile phones while on school premises.

Volunteers will not:

* Discipline pupils; if there are any problems, the **class teacher or a senior member of staff** will be informed immediately, and they will manage the situation.
* Shout at, hit, threaten or handle a pupil.
* Take photographs in school without the prior permission of the headteacher.
* 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 (other than ‘token’) gifts, unless arranged through the headteacher, e.g. giving an outgrown sports kit, football boots or uniform to a pupil.

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

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