

VOLUNTEER APPLICATION FORM



First name.....Surname.....

Date of birth.....

Address.....

.....

Phone: Home..... Mobile.....

In the last 10 years have you resided outside of the UK for more than 3 months? If 'yes' please provide details.....

.....

Please provide the contact details of two referees the school may approach to confirm your suitability to volunteer at Hindhayes

Referee 1	Referee 2
Name:	Name:
Capacity Known:	Capacity Known:
Address:	Address:
Email:	Email:
Telephone:	Telephone:

What activities / areas of the school's work would you like to help with?

Which days / times would you like to volunteer on?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs we need to take into account or adjustments we need to make to allow you to work as a volunteer in school? (please give details)

Thank you for taking time to complete this Volunteer Application Form Please hand it to the School Office, marked for the attention of the Deputy Head. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

VOLUNTEER AGREEMENT



Your help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

You will receive a copy of it for your records.

- I have received and read a copy of the School's Volunteer Policy and understand it's contents.
- I have received and read a copy of the School Safeguarding Policy and understand its contents.
- I have attended the School Safeguarding Training.
- I agree to support the School's Aims
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**
- I understand that my voluntary position is subject to an enhanced DBS check.
- If you already have a CRB or DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Deputy Head

Thank you for offering your services as a volunteer at school.

Signed: _____

Name: _____

Date: _____



Hindhayes
INFANT SCHOOL

Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper, you will have an important role to play in the success and safety of this school trip. Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their well-being and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We are all ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip

Working alongside school staff

- Comply with all of the above whilst being under the direct supervision of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read sign/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff
- Follow guidance in the risk assessment and sign to show they have read it

What is not permitted?

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol, engage in any illegal practices or use their mobile phones whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give, buy their group treats before, during or after the trip

First Aid: You will be informed if any child in your group has medication/needs. If medicine needs to be administered this will be done by a member of staff unless you are the Parent/Carer of the children who require medicine. In this case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid boxes will be carried by qualified members of staff.

Emergencies: You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party; please telephone one of the members of staff on the group list or the school office.

I have read and understand the Volunteer Policy and Safeguarding Policy.

I agree to the terms and conditions as stated in the Policy.

I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed _____ Date _____

