

## 16. Appendix 1 – Application Form

### Volunteer Application Form

Volunteer Name:	
Address:	
Telephone Number:	
Email Address:	
If a parent of a child/ren in the school, please give names and classes:	
If you are a student, please enter your educational establishment and address:	
Tutors Name:	Contact Tel number:
Have you read the School Volunteer Policy?	
Are you subscribed to the DBS Update Service? An original copy will need to be shown to the Front Office. OR are you willing to complete an online DBS check?	
Which area/s of the school would you prefer to support?	
Do you have any specific skills/strength that could be utilised?	
Are there any activities that you cannot support? Please give details.	
When are you available to support in school? Please give days and times.	
Referee 1 Name: Company: Email address: Capacity in which you know them:	Referee 2 Name: Company: Email address: Capacity in which you know them:

## 17. Appendix 2 – In School Protocol

### VOLUNTEER IN SCHOOL PROTOCOL

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes!
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

Signed: .....  
Principal / Class Teacher

Date: .....

Volunteer ..... (printed name)  
Helper:

As a volunteer helper I agree to:

- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher/Principal/Designated Safeguarding Lead I observe anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason by 8.30am in the morning
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS/Children's Barred List safeguarding checks
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team

Signed: .....

Date: .....