

# HILTON PRIMARY SCHOOL



## Volunteer Application Form

### Section 1 – To be completed by volunteer

<b>Full name:</b> <b>Address:</b>	<b>Home Tel No:</b> <b>Mobile:</b> <b>Email Address:</b>
<b>DOB:</b> (required for DBS check)	
<b>Your connection with the school:</b> parent/grandparent/relative/neighbour/none	
<b>Name of child(ren):</b>	<b>Class(es):</b>
<b>Relevant skills, training qualifications or job history if applicable:</b>	
<b>Reason for wanting to volunteer at HPS:</b> For example, work experience, spare time, enjoy working with children, etc	
<b>Please indicate what kind of work you are volunteering for?</b> Group work/display work/administration/visits/crafts/swim patrol, etc	
<b>Medical history disclosure:</b> For example, back complaint/epilepsy	
<b>Other information:</b>	
<b>Do you currently work in paid employment/voluntary capacity elsewhere with children?</b> <b>Yes/No</b> (delete as appropriate)  If answered 'Yes', please provide an employer reference; this should be a senior person at the employment or voluntary service named above. If answered 'No', please provide a reference from a previous employer or a Character Reference from someone who has known you for at least 2 years. <b>Name, address and connection to referee:</b>          <b>Your referee should be someone other than a family member.</b>	
<b>Have you ever lived/worked outside of the UK?</b> <b>Yes/No</b> (delete as appropriate)  If yes, please provide clearance details and date.	

**Do you currently have a DBS? Y/N (Please circle).**

**If yes, have you joined the DBS update service in the last 12 months? Y/N (Please circle).**

**If no, do you give consent for your details to be used and are you aware that you will receive an email from UK CRBS to complete an online application form for a DBS check? Y/N (Please circle).**

The school requires all volunteers working on a regular basis to complete an application for an enhanced clearance check (Disclosure Barring Service – DBS). To process with your application for DBS clearance, we need to view and verify proofs of identity. Please provide us with the following documents:

Birth Certificate; Photo ID ie. Passport and or Driving License (if held); proof of change in name if applicable (ie marriage certificate, deed of change of name) ; proof of address ie. bank statement, P45/P60, utility bill (not mobile phone bill), council tax statement, any other official letter with your current address on.

Please note, utility bills and bank statements must be dated within the last 3 months.

**Please return this form to Mrs Edwards (class volunteers) or the school office (swimming patrol and buddy readers) and present your proof of identity at the school office.**

***The Governing Body is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.***

**Signature:**

**Date:**

## **Section 2 – To be completed by SLT and volunteer (once DBS completed)**

**What is the age group of the pupils that the volunteer will be working with?**

**Is the person aware of any reason why they should not volunteer to work with children?**

**Yes/No** (delete as appropriate)

**Is the school aware of any reason why the person should not volunteer to work with children?**

**Yes/No** (delete as appropriate)

**Has the school received a satisfactory reference?**

**Yes/No** (delete as appropriate)

**Date:**

**DBS**

**Certificate Number:**

**Date of issue:**

**Volunteer has received a Safeguarding handbook, KCSIE, SG & CP policy** (available on school website)

**Declaration form returned:**

**Yes/No** (delete as appropriate)

**Yes/No** (delete as appropriate)

**Date completed:**

**SLT signature:**

**Volunteer signature:**

**Date:**

**Date:**

**Role in school:**

**Start date:**