

Weeke Primary School



Volunteer Application Pack

Weeke Primary School – Stoney Lane – Weeke – SO22 6DR

01962 882710 – adminoffice@weeke.hants.sch.uk



Dear Volunteer,

Thank you for your interest in volunteering at Weeke Primary School. We welcome all the support volunteers are able to give. We do our best to make our volunteers feel valued and ensure that they enjoy the experience.

Prior to you becoming a volunteer in the school, we would need to talk to you about what you want to do and how your skills could further improve the school. To give you an idea of what is expected please note the steps below:

APPLYING TO BE A VOLUNTEER

- You will need to complete a volunteer form and signed consent agreeing that you will operate within the school's Volunteer Code of Conduct. Please be advised that any information received from you will be held in the school records. The information will be used to identify how best we can use your skills and also to highlight any assistance you may require whilst volunteering. This also covers anything else we are required to do by law.
- You will need to complete an enhanced DBS background check.
- You will be invited to meet with the Headteacher to discuss your reasons for wanting to be a volunteer and what you are able to do. The Senior Admin Officer will give you a tour of the school and introduce you to members of staff that you will be volunteering with. You will be provided with and given details of the school policies and procedures.
- After your meeting with the Headteacher you will be contacted with details of a start date for your volunteering and who you will be working with.

Please note that we are not always able to meet the needs of all those wanting to volunteer with us. However, where we are unable to offer a volunteering role we will suggest other ways in which you can help the school.

COMPLETING THE APPLICATION FORM

Before you complete the application form and meet with the Headteacher, you should consider what it is that you would like to do, and what specific skills you have. For example, if you have good knowledge and experience of working with computer systems you might consider volunteering to assist the school in improving its IT services. Or if you're good at maths you could volunteer to provide additional support in maths classes. Also if you as a young child, had experienced the challenges of fitting into school and learning in the classroom, you might consider working with children that are facing similar challenges now to help them move forward.

WHAT IS EXPECTED

Volunteers have an important role to play and are an essential part of our school community. Therefore it is important to know how much time you can commit and the days you are available to work with us. We understand that people have busy lives and you may not always be able to commit to the days or times you have previously agreed. Where this is the case, we would ask that you give the school advance notice so that alternate arrangements can be made. The school's contact details are included in this letter. You can speak to a member of staff that you normally deal with, or leave a message at the school office.



WHAT ELSE ARE YOU ABLE TO DO

We want volunteers to understand what a really important part of the school community they are. Also if you are considering working in education full time, becoming a volunteer is an excellent way to understand the life of a school and what it is like to work with children. However, if you are able to do more, you might also want to consider becoming a member of the Governing Body or even donating to the school. If you are interested in receiving more information on how to get involved in other activities please contact the school.

Thank you once again for offering to volunteer. Please mark your application for the attention of Robert Harrison, School Business Manager, and we look forward to receiving your application.

With Kind Regards

Yours sincerely,

Jonathan Kirkham
Headteacher

BASIC INFORMATION

First name

Surname

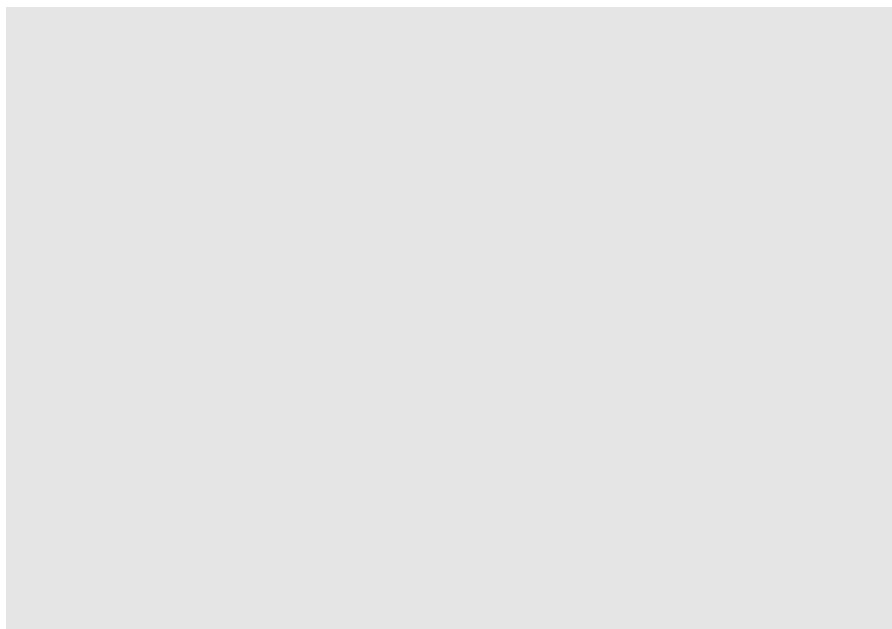
Date of birth

Home address

Work address (if
volunteering through a
work scheme)

Phones (landline &
mobile):

Email



BACKGROUND QUESTIONS -Circle answers as appropriate

Do you have children in the school(s)? Yes No
If yes, what are their name(s)?

Have you previously volunteered in a Yes No
school?
If yes, what role did you play?

Are you also interested in understanding Yes No
more about the role of being a school
governor?

Please provide details of 2 referees who can
provide character references:



You will be asked to complete a Basic Disclosure Criminal (DBS) check which will detail any criminal convictions you hold. The school will need to take any convictions into account when placing volunteers. Do you have any convictions to declare?

Yes

No

If no, please provide an email address for a new application:

If yes, please provide details:

Do you hold a current DBS Disclosure Certificate? If Yes, please provide disclosure number and date of Issue:

Yes

No

Please provide us with your current EU Passport number: *(If you do not hold a EU Passport please state your nationality and the current passport number as well as a photocopy of your permission to live in the UK)*

Do you have any medical conditions which the school(s) should be made aware of?

Yes

No

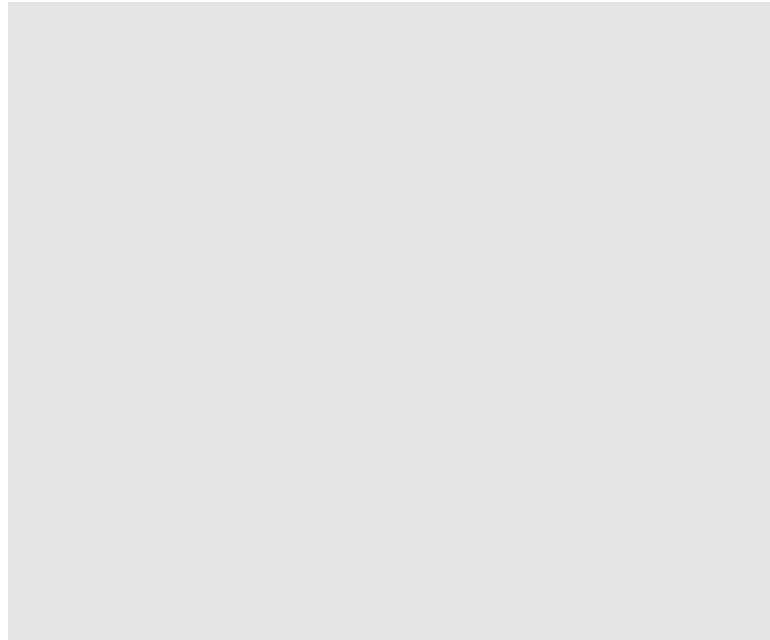
If yes, please provide details:

Why do you want to volunteer?

What skills do you have that would be useful use in your volunteering?

Preferred area to volunteer in (e.g.classroom/admin/Inclusion):

Do you have any disabilities that we would need to consider if you want to volunteer?



Signed: _____ **Date:** _____

EMERGENCY CONTACTS

Please provide an emergency contact

Name:

Relationship to you:

Phone (landline/mobile):

CODE OF PRACTICE FOR VOLUNTEERS

Volunteers are an important part of our school community. Therefore, it is expected that anyone volunteering within the school will want to meet the high standards set by pupils and staff. As a volunteer we ask that you to agree to the following Code of Practice which means that you:



- Will adhere to all of Weeke's policies and procedures and will work to achieve the aims of the school.
- Will treat all pupils, staff and volunteers with respect and will welcome the diversity of our school.
- Will handle any information you gain at the school in confidence and will not talk about individual children outside the school.
- Are clear on your role and responsibilities; who your supervisor is and what you need to do in the event of an emergency at the school.
- Understand that access to the school site will be restricted to the times at which you have agreed to volunteer.

Safeguarding of our pupils, staff and volunteers is a top priority. We have a Safe Guarding Policy that sets out the steps we take to ensure our schools are a safe place to learn. We will conduct background checks on all applicants, including a check with the Criminal Records Bureau, and all our staff are trained in safeguarding practices. We have a zero tolerance for anyone that breaks the Policy and may report any suspicious activity to the police.

Signed:

Date:

*Your details will be held on file in line with the school's data protection policy.
If you want details about this policy please ask the school office.*

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