



**APPENDIX 1**  
**Volunteer Information Sheet – For New Volunteers**

- + Name of Volunteer:**
- + Date of Birth:**
- + Other names known by (including maiden name):**
- + Address:**
  
- + Telephone Number:**
- + What skills/areas would you like to help within school?**
  
- + 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 when working as a volunteer in school (please give details)**

Thank you for taking time to complete this Volunteer Information Sheet. Please hand it to the Headteacher/Deputy Headteacher.



## **APPENDIX 2**








### **Volunteer Agreement**

Thank you for offering your services as a Volunteer at Hempstalls Primary School.

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

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 a copy of the School's Volunteer Policy
-  I agree to the terms and conditions as stated in the policy
-  I agree to support the School's Aims
-  I agree to treat information I learn from being a Volunteer in school as confidential
-  I understand that I am required to undergo a Disclosure Barring Service (DBS) check to advise the school of my suitability as a volunteer
-  If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body
-  I will treat any information I may hear about children as confidential and will not discuss it out of school

Signed:

Name:

Date:



### **APPENDIX 3**

#### **Off-Site Visits Volunteer Agreement**

School trips are an integral part of learning at our school and afford many children 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 children in your group
- ✚ To stay with your allocated group of children, 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 all go as 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
- ✚ To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

#### **Working alongside school staff**

- ✚ Comply with all of the above whilst being under the direct line management of school staff
- ✚ Show a commitment of their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- ✚ Follow guidance from the school staff

#### **What is not permitted?**

- ✚ Volunteer helpers are not allowed to bring additional siblings on the school trip;
- ✚ Volunteer helpers are not allowed to re-organise school visit groups;
- ✚ Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices;
- ✚ Volunteer helpers are not permitted to take photographs of children;
- ✚ Volunteer helpers are not allowed to give/buy their group treats eg ice creams, biscuits, sweets – before, during or after the school 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 it is your child who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by 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 your contact list or telephone the school.

## **DBS**

The post you are being appointed to is subject to a DBS check. For ease, speed, and accuracy, we request you complete a DBS application form electronically via a secure web service. The online DBS check can be completed by accessing the internet from any PC/laptop that has this facility at:

<https://disclosure.capitarvs.co.uk/stoke>

1. To access the online DBS service click on the link above or paste the address into the top of your web browser. For more information, please visit:

[https://www.stoke.gov.uk/info/20003/your\\_council\\_your\\_city/108/volunteering](https://www.stoke.gov.uk/info/20003/your_council_your_city/108/volunteering)

2. Once you are on the main login page, click on 'Start Application' in the orange box entitled 'DISCLOSURE AND BARRING (DBS) SERVICE APPLICATION'. You will then need to enter the Organisation Reference and a password which will be given to you by the organisation.
3. We will need to check your identity as part of the DBS application, therefore please ensure that you supply as many original forms of identity to the person requesting you complete DBS application.

If you do not own your own computer you can go to any internet café or local library. Alternatively contact the school who will be able to make arrangements for you to complete your application.

Please be aware that you must complete your application form in full as part completed application forms cannot be saved.