



KATHERINE SEMAR SCHOOLS

APPLICATION FORM

VOLUNTEERS



Personal Details:

Last name and Title:	First name(s):
Previous names:	Date of birth:
Home telephone no:	Mobile:

Email Address:

Address:

Relevant skills, training, qualifications or job history if applicable:

Other information in support of this application:

Please indicate the days and times you are available to volunteer at school:

If you can commit to a regular day/time every week please specify below:

Day	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

If you are unable to commit to a regular session, please indicate your availability below: (e.g. ad hoc school events and school trips)

Please give details below of the name and contact details of two referees who have known you for at least 2 years. Referees should be individuals who know you in a professional capacity or can comment on your suitability to work with children, not friends or relatives. In the case of school references, referees should be the Headteacher. You must ensure referees consent to be contacted and for reference information to be held for a period of 6 months.

If you are unable to provide two referees please provide details of why this is not possible:

	Referee 1	Referee 2
Referee's Name:		
Referee's Address:		
Position:		
Telephone Number:		
Email Address:		
Relationship between referee and volunteer:		
Length of time referee has known volunteer:		

Safeguarding Statement and Volunteer Declaration:

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please read the following statements and information relating to your application carefully. By completing and signing this form you are certifying that the information you have supplied is accurate and confirming that the declarations below are true to the best of your knowledge. Any false information will result in the school refusing to allow you to volunteer.

Disclosure of Criminal Convictions and Disclosure and Barring Service Checks:

Volunteers who, on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis in schools, will be in regulated activity. It is illegal for anyone who is barred from working with children to apply for, or work/volunteer to undertake regulated activity.

Volunteers who will be regularly working with children on an unsupervised basis will be asked to complete a Self-Disclosure Form (SD2) to disclose whether they have:

- any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or
- any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to organisations, and if they are disclosed, organisations cannot take them into account. Guidance notes are available to accompany the SD2 form to assist candidates/volunteers with information which must be disclosed. Any information disclosed will be treated in the strictest confidence.

Where appropriate for the volunteering role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application. A person's criminal record will not in itself be a bar to volunteering in a school setting.

A signed DBS consent form and a satisfactory enhanced Disclosure and Barring Service Certificate (DBS) will be required if the volunteering duties will involve undertaking regulated activity. Volunteers not undertaking regulated activity may be required to have a satisfactory DBS certificate.

Individuals applying to volunteer in a role covered by the Childcare (Disqualification) Regulations 2009 will be asked to complete a Disqualification Declaration Form. Further details of this check are available from the school office. A disqualified

person may only be engaged in a relevant voluntary role if they obtain a waiver from Ofsted. By signing this application form, you acknowledge and consent to completing the Disqualification Declaration Form if relevant to the role.

Data Protection Act 2018

I acknowledge that by completing this form the school will hold and process personal data (including special categories of data e.g. information about criminal records) about me in line with their Data Protection Policy and Retention Schedule. I acknowledge that the school will use/process this information for the duration of the volunteer appointment process and for the duration of my engagement as a volunteer at the school. I acknowledge this information will only be shared in line with the Privacy Notice for volunteers.

Signature:

Date:

Print Name: