



## Volunteer application form

Full name

Date of Birth

Address

Postcode

Email

Phone

**Emergency contact details**

Name

Contact details

Name

Contact details

If you have a child at Kilmorie, please tell us their name and class.

Are you related to, or do you know any child or adult in Kilmorie?

Do you have any disabilities/ other needs we need to consider or adjustments we need to make to allow you to work as a volunteer here at Kilmorie? (Please give details)

Do you have any medical needs or conditions we should know about? (Please give any relevant details and indicate what action should be taken as a result of any medical condition)

### Professional References

When considering which referees to include, please make sure that at least 3 years of your most recent experience is covered. Please ensure that one of your referees is your current Line Manager or your most recent Line Manager.

If you are a School, College or University leaver one of your referees should be your Headteacher or Tutor.

If you have not been in paid employment over the last three years and are not a School, College or University leaver, do not worry we will carry out checks and risk assessments alongside the normal DBS process.

N.B It is our policy to send reference requests via email where possible.

<b>Dates covered:</b>	<b>Name:</b>
<b>Title: (Mr/Mrs/Ms/Miss/Dr)</b>	
<b>Position held: Organisation Name:</b>	
<b>Telephone No: Ext:</b>	
<b>Email Address:</b>	
<b>What is your relationship to this referee?</b>	

<b>Dates covered:</b>	<b>Name:</b>
<b>Title: (Mr/Mrs/Ms/Miss/Dr)</b>	
<b>Position held: Organisation Name:</b>	
<b>Telephone No: Ext:</b>	
<b>Email Address:</b>	
<b>What is your relationship to this referee?</b>	

### Disclosure and Barring Service (DBS)

Your application is subject to an Enhanced DBS application being carried out before starting with us. You will need to allow at least 4 weeks for the application to be processed and the certificate to arrive. To carry out your check, we require 2 forms of ID and one proof of address. For further information regarding accepted documents please refer to 'Documents for Enhanced DBS Check' that will be sent to you following the receipt of this application.



### Availability

Please tick your availability

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Lunchtimes					

How many hours per week can you volunteer?

What age or year group would you prefer to work with?

Why would you like to volunteer at Kilmorie school?

## Volunteer agreement – to be completed following initial meeting

020 8291 1250

[info@kilmorie.lewisham.sch.uk](mailto:info@kilmorie.lewisham.sch.uk)

[www.kilmorieschool.co.uk](http://www.kilmorieschool.co.uk)

Thank you for offering your services as a volunteer at Kilmorie Primary School. Your offer of help is greatly appreciated.

Please read and sign this Volunteer Agreement and hand it back to Nicola or the office staff. You will receive a copy to keep for your records.

- I have completed the Personal Contact and Medical Information sheet.
- I have read the Schools Volunteers Policy, Safeguarding Policy, KCSIE Part 1, Behaviour Policy and Volunteer Code of Conduct and have emailed Nicola confirmation of this.
- I agree to treat information obtained from being a volunteer in school as strictly confidential and have signed the confidentiality form.
- I understand that the Class Teacher is in charge of all activities and the behaviour management in the class. I must follow the school Behaviour Policy.
- I understand that an enhanced Criminal Record Bureau (DBS) check will be undertaken for volunteers working at Kilmorie.
- I understand that my personal details and details of the DBS check will be held on the school's Single Central Record for inspection by authorised personnel only.
- I have been made aware of who my designated supervisor is.

Name

Signed

Date

## Volunteer confidentiality form

020 8291 1250

[info@kilmorie.lewisham.sch.uk](mailto:info@kilmorie.lewisham.sch.uk)

[www.kilmorieschool.co.uk](http://www.kilmorieschool.co.uk)

It is important whilst working at Kilmorie to observe both the staff and children's confidentiality.

We therefore request that you read and sign this document thereby demonstrating your understanding of the importance of this.

Whilst I am volunteering at Kilmorie Primary School, I understand that I should treat all conversations I hear or am part of, and any information I have access to, as completely confidential. I agree not to take any photographs of children or their work.

If I have any concerns, I will initially raise them with the Class Teacher and then a member of the Senior Leadership Team (SLT).

Signed

Date