

## Volunteer DBS Application Form

Thank you for your interest in becoming a volunteer. Our volunteers are integral to the school experience for your pupils and they provide an important link to the community. We welcome your inquiry about volunteering and hope you will find the experience rewarding.

### Application Process

#### 1. Application Form

Keeping Children Safe in Education requires schools to gather, verify and record a person's history of work involving children. The Partnership takes child safety very seriously and for this reason, potential volunteers are required to list their entire work history and include any volunteer work involving children.

If you would like to submit your interest for a volunteer role within our school, please complete the application form and return it to us.

#### 2. Informal Chat

It is normal practice for all potential volunteers to have an informal chat with a member of school leadership team prior to commencing any voluntary work. This informal discussion aimed at assessing the suitability of the person for the volunteer position, particularly child-connected work, and accessing any possible risk to child safety. It is also an opportunity for the potential volunteer to ask questions about the school in general.

**Potential volunteers will be asked to bring proof of identity to the school Two from Table A and One from Table B.**

Table A	
Current driving licence photocard - (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, and Channel Islands
Birth certificate - issued after time of birth	UK, Isle of Man, and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based



Table B		
Documents	Notes	Issue date and validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months

### 3. Safeguarding statement

#### **Safeguarding**

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

### 4. Induction

Volunteers are provided with an induction to the workplace as a supportive way of introducing them to the school. The induction process is an opportunity to communicate the school Vision, Identity Statements, policies and procedures to the new volunteer while introducing them to their role and work area. Your school will contact you to arrange a suitable time for induction.



**School Volunteer DBS Application Form**

*Please note - This is not an application for employment*

**1. PERSONAL DETAILS**

First name/s:	Last name:
Address:	Contact telephone number:
	Daytime:
	Evening:
	Mobile
Postcode:	Email address:
Date Of Birth:	Time at address (if less than 5 years, please provide another address;
National Insurance Number:	

**2. YOUR ROLE AS A VOLUNTEER**

Please use this space to talk about how you would like to help at the school (e.g. hearing children read)

Please use this space to talk about any volunteering you have done before and any relevant skills you have.

**3. AVAILABILITY**

AVAILABILITY TO VOLUNTEER					
DAY / TIME	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

**4. CHECKS FOR THE SAFEGUARDING OF CHILDREN**

## Safeguarding

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## 5. SUPPORT FOR VOLUNTEERS

We welcome volunteer applications with all ranges of abilities for the skills they bring. We aim to create a positive environment to enable all volunteers to realise their full potential. So we can consider any appropriate adjustments in the school and better support you in your role, please give details below of any disabilities, health or relevant issues.

## 6. REFERENCES

Please give details of two referees, one of whom should be your most recent employer (if applicable). If you are in, or have just completed full time education, one referee should be from your school, college or university.

Referees should not be related to you, or writing in the capacity of a friend, and must be able to comment on your skills and abilities in relation to being a volunteer.

Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?
Capacity known to you?	Capacity known to you?

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the Partnership under the Data Protection Act. I understand that if I fail to provide full and accurate information or false information this will result in my application being refused.

Signature:

Date:

Print name:



**Data Protection Legislation**

The information you have provided will be held in compliance with the Data Protection Act 2018

**Volunteer Checklist**

**NAME OF VOLUNTEER:**

**TYPE OF WORK:**

1. Informal chat	<b>Initials:</b>	
	<b>Date sent out</b>	<b>Date received</b>
2. Volunteer application form		
3. Reference 1		
4. Reference 2		
5. DBS*		
6. SCR		
7. KCSiE – Self declaration		
8. KCSiE – Part 1		
9. Confidentiality policy		
10. Induction		

**\*Overseas check if necessary (eg candidate has lived in another country for over 6 months in the last 10 years)**