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| http://hbc/teams/MARCOMMS/PublishingImages/HBC%20Logo%20JPEG%20Version.jpg | T:\Westfield Badge.JPGo Here **Halton School’s Volunteer’s Expression of Interest Form** |

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| --- | --- | --- |
|  | *Thank you for your interest in volunteering at* ***Westfield Primary School*** *School.*  *Volunteers are essential members of our team; they are valued in much the same way as paid staff and are trusted adults to our children and young people.*  *As such, we have a responsibility to safeguard our pupils and ensure that all adults working in our school, both paid or voluntary, are suitable to work with children. We therefore ask that all prospective volunteers complete this expression of interest form.*  *If you have any questions or issues with the completion of this form, please speak with* ***Mrs N Shepherd****, our volunteer co-ordinator. (Note to schools - Please ensure this person is trained in Safer Recruitment)* |  |

PERSONAL DETAILS

|  |  |
| --- | --- |
| Last Name (*BLOCK CAPITALS*) | Any Former Last Name(s) or Any Other Names you have been known by or are “known as” (*BLOCK CAPITALS*) |
| First Name(s) (*as shown on birth certificate*) | Known as (if different) |
| Preferred Title  Mr /Mrs /Miss /Ms /Mx / Other (*delete as appropriate*) |  |
| Current Address  Postcode | Home Telephone No  Mobile Telephone No  E-Mail Address |

DETAILS OF RELEVANT EDUCATION AND QUALIFICATIONS

***Please list any qualifications that are relevant to your expression of interest to volunteer at our school. (For example, if you have previously qualified as a teacher / sports coach) If this will form part of your position as a volunteer at our school, we will ask that you provide documentary proof of these qualifications and grades you list on your application form.***

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| --- | --- | --- | --- | --- | --- |
| Full name and address of Schools, Colleges or Universities attended | Dates Attended | | Qualifications gained and name of awarding body | Grade  Awarded | Date of Award  MM/YYYY |
| From  MM/YYYY | To  MM/YYYY |
|  |  |  |  |  |  |

RELEVANT TRAINING

Please list any recent course(s) or professional development you have undertaken which you consider to be relevant to your role as a volunteer at our school. (For example, in safeguarding or paediatric first aid)

|  |  |  |  |
| --- | --- | --- | --- |
| MM/YYYY | Organising Body | Course Title | Duration |
|  |  |  |  |

CURRENT OR MOST RECENT EMPLOYMENT

|  |  |
| --- | --- |
| Full name and address of current or most recent employer, including postcode | Job Title |
| Date Appointed (DD/MM/YYYY) |
| Telephone no of current or most recent employer |
| Reasons for Leaving (if applicable) | |

PREVIOUS EMPLOYMENT AND EDUCATION HISTORY (in date order, starting with most recent)

Please state, in chronological order, starting with the most recent, your full employment history, including voluntary work, since leaving secondary education. If there are any periods of time that have not been accounted for, please comment upon them in this section. Any unexplained gaps in the chronological history will need to be discussed and accounted for, before we can progress with you joining our team.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and full address of employer | From  DD/MM/YYYY | To  DD/MM/YYYY | Post Held | Reason for Leaving/ Change/Gap |
|  |  |  |  |  |

OUTSIDE INTERESTS OR PREFERENCES

Why do you want to volunteer with us?

Do you have any hobbies or interests which you would be willing to share with our school?

Do you have a preference as to the type of voluntary support you would like to offer our school? Is there a particular age range you would prefer to support?

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**REFERENCES – If you are unsure who to put down in this section, please speak to us.**

|  |  |
| --- | --- |
| Please give the names and contact details of two referees, who can comment on your suitability to volunteer with children.References will **not** be accepted from relatives, in-laws, step-relations, friends or immediate work colleagues. **Ideally, one reference** should be your current or most recent employer**.**  Please inform your referees that they will be contacted to provide a reference for you in respect of this expression of interest.  The school reserves the right to take up references with any previous employer.  For voluntary positions involving working with children or young people:  If you are not currently working with children, young people or vulnerable adults, but have done so in the past, at least one referee should be the employer who most recently employed you in a role working with children, young people or vulnerable adults.  If you currently work with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, your previous employer will be asked about these issues. | |
| Current or most recent employer | Second Reference |
| Name | Name |
| Occupation | Occupation |
| Organisation | Organisation |
| Full address, including postcode  Email Address | Full address, including postcode  Email Address |
| Tel No | Tel No |
|  |  |
| In what capacity does the referee know you? | In what capacity does the referee know you? |
| If this referee knew you by another name, please write name(s) below | If this referee knew you by another name, please write name(s) below |

**Rehabilitation of Offenders Act**

*All posts (including voluntary) involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, 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 employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the* [*Ministry of Justice*](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) *website.*

*Prospective volunteers will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the volunteer recruitment process. If your expression of interest is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment as a volunteer at our school is confirmed.*

I certify that the information detailed on this application form and any supplementary sheets is correct and that all the questions have been accurately and fully answered. I understand that providing false information is an offence and if I am appointed as a volunteer, any proven intentional falsification may result in my dismissal and that the school may also refer me to any professional registration bodies, the DBS or the Police, if appropriate.

I acknowledge that it is my responsibility, to disclose any information to the Interview Panel, which may affect the decision to allow me to work or volunteer with vulnerable groups.

I agree that any information given on this form can be processed for data protection purposes.

I agree to the school making such other enquiries as it judges necessary to come to a view as to my suitability for appointment as a volunteer. I agree to disclosures of personal data to the school by any person whose name I have given as a referee in relation to this application.

I understand the school may search its records, whether computerised or not, in order to ascertain whether there is any information held in those records which is relevant to my application volunteer within a school setting. I understand that the school will take any relevant information into account in deciding whether or not to offer me a position as a volunteer.

I understand that the school has certain duties as a public body so may use the information provided on this expression of interest form, for the prevention or detection of crime, the apprehension or prosecution of offenders. This information may be shared, for the same purposes, with other public authorities.

Signature: …………………………………………… Date: …………………………………….

If you require any support with this form, or wish to discuss any of its content, please speak with our schools volunteer co-ordinator, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

or our Headteacher, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

You can email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

or call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Thank you for your interest in volunteering at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please return this disclosure to the school prior to your informal discussion with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Without this from, we will not be able to progress with your interest in joining our team as a volunteer.

|  |  |
| --- | --- |
| POST APPLIED FOR: Volunteer | Date: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: | | Previous name(s) (if any): | | |
| Forename(s): | | Preferred title: | | Date of birth |
| National Insurance No: | Teacher Ref. No (if applicable): | | Date of recognition as qualified teacher, QTS (if applicable): | |

***(\*Insert School name) is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This voluntary post is exempt from the Rehabilitation of Offenders Act 1974; checks will be carried out, references will be sought and successful volunteers will be subject to an enhanced DBS check and other relevant checks with statutory bodies.***

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As a prospective volunteer, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed and these cannot be taken into account.

Please read the information [here](Hhttps://3bx16p38bchl32s0e12di03h-wpengine.netdna-ssl.com/wp-content/uploads/2020/11/Filterin-flowchart-twitter.png) before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the [Ministry of Justice](https://www.gov.uk/government/news/new-filtering-rules?utm_source=4a62961c-7c8d-4956-a900-be8f7d784ef7&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily) website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

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| --- |
| 1. Do you have any convictions or adult cautions that are unspent? Yes / No |
| If yes, please provide details here |
| 1. Do you have any other cautions or convictions that would not be filtered? Yes / No |
| If yes, please provide details here |
| 1. \*Only ask if you are recruiting for a voluntary post working in regulated activity with children Are you included on the DBS children’s barred list? Yes / No |
| If yes, please provide details here |
| 1. (Voluntary Teaching posts only) Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE? Yes / No / Not applicable |
| If yes, please provide details here |
| 1. Have you lived or worked outside the UK for more than 3 months in the last 5 years? Yes / No \*This will need to be amended to reflect your school policy |
| If yes, please provide details here |
| 1. Are you subject to any sanctions relating to work with children in any country outside the UK? Yes / No |
| If yes, please provide details here |
| 1. \*Applicants for voluntary posts in early years or later years childcare (wrap around care) only   The Disqualification under the Childcare Act 2006 Regulations (2018) state that anyone employed to care for children in early years (children under the age of 5) or later years (wrap-around care for children under the age of 8) is disqualified from that work if they meet certain criteria. These criteria include (this is not an exhaustive list):   * Certain serious criminal offences * Court orders relating to the care of your own child * Being prohibited from private fostering   Do you have any reason to believe you are disqualified from working in childcare? Yes / No |
| If yes, please contact us for more information on the Regulations. |
| **Please complete the declaration below:**  I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work or volunteer with children. I understand that the volunteer recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the volunteer recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role as a volunteer.  **Signed**: Date: |

**Please return this form to: *(\*insert name, job title and email address)***

Please note that, if you are unsuccessful in your expression of interest to join our team as a volunteer, this disclosure form will be securely destroyed within 6 months of your application.