



Registration Form for School/Academy based Volunteers

Thank you for expressing an interest in becoming a volunteer for Loatlands Primary School.

You will appreciate that Loatlands Primary School must be particularly careful to enquire into the background of individuals who have access to pupils at our schools and academies. You are asked, therefore, to complete this form and return it to the School. In accordance with Keeping Children Safe in Education, we ask volunteers to give names and contact details of two 'professional' referees. Please provide these below.

Title (Mrs/Miss/Ms/Mr):	
Surname:	
Previous name(s):	
Forename(s):	
Address:	
Date of birth:	
Telephone no:	
Email address:	
Are you related to or have a personal relationship to a Loatlands Primary School pupil, employee, governor or board member? (If you have answered yes please provide further details under confidential cover)	Yes: ☐ No: ☐

Have you ever lived overseas? (If you have answered yes please provide further details under confidential cover)	Yes: ☐ No: ☐
Do you have a legal right to work in the UK? (If you have answered no please provide further details under confidential cover)	Yes: ☐ No: ☐

Please describe any relevant experience (e.g. education, training, employment or voluntary work) and your reason for wanting to become a volunteer for Loatlands Primary School.

Referees:

Please give names and addresses of two professional referees who can comment on your suitability to volunteer in an environment with children.

First Referee

Full name:	
Job title:	
Telephone no:	
Full address:	
Email address:	
Relationship to applicant:	

Second Referee

Full name:	
Job title:	
Telephone no:	
Full address:	
Email address:	
Relationship to applicant:	

Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referees judgement regarding your suitability to be a volunteer for our Trust.
- Whether the referee has any reservations as to your suitability to volunteer with children. If so, the School will ask for specific details about the concern and the reason why the referee believes the volunteer may be unsuitable to work with children.
- In what capacity the referee knows you and the time they have known you
- The referees judgement regarding your reliability, honesty and ability to collaborate with well with others, including your interpersonal skills.

By signing the below, I consent to my named referees being contacted in accordance with the above.

Signed:	
Print name:	
Date:	

Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the Trust's policy to require all volunteers who will be involved in regulated activity to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions.

In addition, this is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V

and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed can be found on the Disclosure and Barring Service website. The information you give will be treated as strictly confidential.

Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from volunteering at a Symphony Learning Trust School. Any offence will only be taken into consideration if it is one which would make you unsuitable for the volunteering activities. However, offences relating to children may make you unsuitable.

DBS Check

If, as a volunteer you have regular unsupervised contact with pupils then it will be necessary for a Disclosure and Barring Check, including where appropriate a Barred List Check, to be submitted on your behalf.

By submitting this registration form you are confirming that you consent to a Disclosure and Barring and Barred List Check (as appropriate) being submitted on your behalf.

Data Protection - Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this registration form. Further information is available in our Privacy Notice and Data Retention Policy.

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website.

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the volunteer registration process.

Disqualification

Volunteers and casual workers (including individuals on work experience) who are directly concerned with the management of childcare provision, and/or who work on a regular basis, whether supervised or not, in relevant childcare, are within the scope of the legislation.

Declaration

I confirm that I am not disqualified from working with children in Early or Later Years settings (this covers children above reception age but who have not attained the age of 8). I understand and accept that I must inform the Headteacher immediately if I become disqualified.

I certify that, to the best of my knowledge and belief, all particulars included in my registration form are correct. I understand and accept that providing false information may result in a possible referral to an appropriate regulatory agency, including the police.

Signed:

Print name:

Date:

For School/Academy use only – DBS Risk Assessment (Section 1 or 2 must be completed)

Section 1: Regular unsupervised contact with pupils

Nature of work with children

Information know about the volunteer
(see above application form)

Has the volunteer undertaken any
voluntary activities where references
can advise on suitability to work with
children?

Is the role eligible for an Enhanced DBS
check?

Yes: ☐

DBS application made:

Yes: ☐

Date:

Signed:

DBS clearance received:

Yes: ☐

Date:

Signed:

Section 2: No regular unsupervised contact with pupils:

Nature of work with children

Information know about the volunteer
(see above application form)

Has the volunteer undertaken any voluntary activities where references can advise on suitability to work with children?	
Is the role eligible for an Enhanced DBS check?	No: ☐
No regular unsupervised contact with pupils:	Yes: ☐
Date:	
Signed:	