



VOLUNTEER APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

Personal Details	
Full Name	
Full Address [including Postcode]	
Contact Telephone Number	
Email Address	
Name and Class of Children at School	
Reason for applying to be a volunteer	
Please provide further details on why you wish to volunteer at Preston Manor School and what skills and qualities you feel make you suitable for this volunteer role.	
Disability	Do you have a disability or medical condition that the school needs to be aware of? Yes <input type="checkbox"/> No
	If Yes, please give details:
Emergency Contact details: please provide name, relationship to you and contact number	

Volunteering Status

The right to volunteer in the UK can be dependent on your citizenship and UK immigration status, so please ensure you are allowed to volunteer on your visa.

Are you legally entitled to stay in the UK? Yes No

Preston Manor School is committed to provide equal opportunity for the advancement of employees including promotion and training and practice not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. The School is also committed to the Safeguarding, Health and Safety and Welfare of its pupils and all volunteers are required to undergo checks upon their suitability, including enhanced Disclosure and Barring Services (DBS) clearance and Prohibitions checks, issued by the Secretary of State. DBS checks will comply with the DBS Code of Practice. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy statement.

Criminal Records

The School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a Children's Barred List check for all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the school. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent") in order to assess their suitability to work with children. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (please visit the GOV.UK website <https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution> for further information).** If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly as set out in the School's Safer Recruitment and Employment including DBS Policy and Procedures.

It is a condition of your application that you answer the questions below. Before doing so please refer to the GOV.UK website <https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>.

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules**

Yes No

Is there any relevant court action pending against you?

Yes No

If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential, HR Manager" with your application form.

Declaration

I confirm that the information I have given on this application form is true and correct to the best of my knowledge.

- *I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children.*
- *I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.*
- *I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) may result in summary dismissal and that I may be referred to the Police and/or the Disclosure and Barring Services and this may amount to a criminal offence.*
- *I consent to Preston Manor School processing the information given on the form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.*
- *I consent to Preston Manor School making direct contact with all previous employers where I have worked with children or venerable adults to verify my reason for leaving that position.*
- *I consent to Preston Manor School making direct contact with the people specified as my referees to verify the reference.*
- *I confirm that I have read the 'Child Protection and Safeguarding Policy'.*
- *I confirm that I have read the 'Safer Recruitment and Employment including DBS Policy and Procedures' document.*

Signature of applicant:

Date:

Please take this form with 4 proofs of identification documents to the HR Department at the Upper School. These can be either:

- 2 identity documents from Category A **and** 2 x proof of address (Category C) **or**
- 1 identity document from Category A, 1 identity document from Category B **and** 2 x proof of address (Category C)

Please telephone the school on 0208 385 4040 to make an appointment.

Proofs of Identity	
<u>Category A</u> Valid Passport, valid Residence Permit or Driving Licence (proof of photo identification which includes name, address and date of birth)	
<u>Category B</u> Marriage Certificate, Birth Certificate, NHS Card (proof of name and/or date of birth)	
<u>Category C</u> Additional proof of address. We need at least 2 (i.e. utility bill, bank/building society statement, valid TV licence, Council Tax statement) dated within the last 3 months	

Signature of HR Department :

Date :

How we use your information

You are providing your information to Preston Manor School, contact details Preston Manor School, Carlton Avenue East, Wembley, Middlesex, HA9 8NA – 020 8385 4040. Our Data Protection Officer is:

Rajesh Seedher

020 8937 2018

school.dpo@brent.gov.uk

Data Protection Officer, Brent Council, Civic Centre, Engineers Way HA9 0FJ

Your information is collected for the purpose of Statutory Returns, Communication, Safeguarding, Well-being, Payroll and Pensions, as required to fulfil the school's duties under the grounds of Compliance with a legal obligation.

The information will be shared with the Department for Education, Local Authority, Payroll Provider and Pension Schemes/Administrators and obtained from Employees. The information shall be retained for 6 years after the termination of employment and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten. You have a right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk).

Further information can be found at www.preston-manor.com under Whole School Info | Data Protection.

FOR OFFICE USE ONLY

DBS certificate number:	Date:
Seen by [HR]:	
	Date:

[To be completed by Q. Siddique]

Placement Details	
Days/Hours of Volunteering	
Class/role	
Responsible to	Qudsia Siddique [Deputy Headteacher]
Protocol Agreed to	
Start Date	
End date	