



We're really pleased to be able to welcome volunteers back into school. We have a variety of opportunities available, including listening to readers or working with small groups, organising resources in the classroom, gardening and working in the library.

The Paperwork

As much as we'd love to have you straight in to class, I'm sure you'll appreciate that we need to keep our children safe and as such we have a number of safeguarding checks that need to be carried out prior to volunteering. We've made it as simple as we possibly can whilst being compliant with the law and following Hampshire County Council guidelines, and the below tables outline the application process and information we will need to collect from you.

The Application Process

1	Pick up the application form	Pick up an application pack from the School Office.
2	Complete documentation	Complete all the required forms and arrange for two personal references.
3	Return documentation to the office	Bring everything to the office, along with the required identity documentation (see table below).
4	DBS Check	<p>We will raise an online DBS check on your behalf using the email address provided on your volunteer application form.</p> <p>If you have already joined the Update Service we can carry out an enhanced check if you provide us with your DBS disclosure number.</p> <p>The Update Service is FREE to volunteers and allows you to keep your standard or enhanced certificates up to date, as well as allowing employers to check your certificate online. Unfortunately we can't automatically sign you up when we initiate the DBS, but you can join as soon as you have your application form reference number. Visit DBS Update Service - GOV.UK (www.gov.uk) for more information.</p> <p>Please note that if your child moves to Heatherside Junior School in Year 3, then any volunteer paperwork/DBS will be transferred/shared with them.</p>
5	Notification of successful application	Once we have received your references, paperwork and clear DBS, The School Office will confirm that your application has been successful.
6	Training and policies to read	We will arrange for fire safety and safeguarding training to be delivered virtually, and you will be signposted via the School website to the relevant policies (including as our behaviour and social media policies) for you to read.

8	Co-ordinate with class teacher on logistics	We'll then be able to welcome you into the classroom! All volunteers should report to the School Office where you will be asked to wash your hands and be signed in. You will be given a Visitor Label which must be worn at all times whilst in School.
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Application Pack

All regular volunteers will complete an application pack which includes:

1	An application form	An application form for volunteers, including name, address, date of birth, employment history and disclosures to sign
2	Declaration form	A childcare disqualification declaration form
3	DBS application	DBS application
4	References	Reference templates will be provided, and two references will be collected for each volunteer, ideally with one of them being from someone who is known to the school. The referee will need to return these directly to the School Office.

Documentation Required

Alongside the application pack, we will also require the below documentation:

1	Proof of Right to Work in the UK	All regular volunteers will be required to produce evidence of their right to work in the UK. This will normally be your UK passport.
2	Proof of name, address and date of birth	One of these must be photographic, and can be: Passport Driving Licence Marriage Certificate Birth Certificate NI Letter Council Tax bill Utility bill Bank Statement Credit Card Statement Child Benefit Statement <i>(Unfortunately we cannot accept mobile phone bills)</i>
3	Overseas Police Check	Under Hampshire County Council rules, if a volunteer has lived or worked abroad for a period of more than 3 months in the past 10 years an Overseas Police Check will be required. More detail on this will be provided by the School Office if required.