

VOLUNTEER INFORMATION SHEET

Name _____

Address: _____

Postcode _____

Contact telephone number _____

Email address _____

Have you worked or volunteered in a school before? _____

If 'Yes', please state location and dates: _____

Why would you like to volunteer at St John's Cof E Primary School?

The school may not have opportunity in all areas of the school, however if you would like to specify particular activities or areas that you would like to help with, please indicate below:

*Please use the space below to provide further details

Classroom Helper

Listening to children read/reading to children

School Visit Helper

Administration

Garden Maintenance

I would like to share my specific skill/experience*

I am a student and have specific requirements for my course/placement*

Other*

What days / times would you be able to volunteer at school?

Day	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Are you related to any pupil / staff member currently attending the school? If so, please give details:

Do you have an additional language(s)?

Before considering your application to become a volunteer at St John's C of E Primary School and to ensure the highest standards of safety for our school and for you we would like to bring the following to your attention:

- **Child Protection:** Any volunteer who sees or hears any information that may relate to a child protection issue must speak immediately and confidently to the Designated Safeguarding Leader which is the Headteacher. In her absence speak to the Deputy DSL - Vix Moore
- **Isolation:** A volunteer must never be alone with any child/ren out of the sight of the class teacher or TA.
- **Use of mobile phones in school:** Mobile phones of any type are not to be used in school and must be kept in bags. In cases of emergency permission from a member of the leadership team must be sought first.
- **Chewing Gum:** Is strictly prohibited on school grounds.
- **Hot Drinks:** May be consumed in the staffroom only.
- **Images:** Must not be taken at any time on any type of device.
- **Confidentiality:** When in school you may see or hear things such as discussions with specific children and teachers discussing pupil achievement and progress. In addition, when in the staffroom you may see notices regarding health issues, family circumstances that are displayed for all staff to see. Things that are seen and heard in school are confidential. Any school business/information should not even be discussed with the parent of the child in question at any point. If volunteers have any concerns they should speak with the Headteacher.
- **Facebook or other social networking sites:** Volunteers must not post on Facebook or any social media site anything related to what they have been doing or have seen during their time in school.

In addition, you will be asked to read and confirm that you have understood the following documents/policies:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct

I agree that I would comply with the above expectations to be a volunteer at St John's C of E Primary School:

Full Name _____ Date _____

Once completed (with a signature) please return to:

St John's Church of England Primary School, 32 Clarendon Road, Watford WD17 1JJ

OR

Via office@watfordstjohns.org