



THE FEDERATION OF BURLEY AND SOPLEY PRIMARY SCHOOLS



Volunteer Declaration Form

Name:	
Telephone:	
Email:	

Safeguarding

Keeping children safe at school is our number one priority. If you have any concerns relating to a child's wellbeing while on site – this may be as a result of something which has been seen or heard – it should be reported to one of our **Designated Safeguarding Leaders (DSLs)** immediately. In the event that a DSL is unavailable, seek advice from another member of staff. Our **DSL's** are:-

Mat Bowen – Federation Headteacher
Debra Sewell – Deputy Head/SENDCo

Health and Safety

Everybody using the site has a responsibility to ensure their own safety and that of other site users, particularly the children, whilst on school premises. If you require any specific information linked to your visit, or would like to report a Health and Safety concern, please refer the Health & Safety notice boards in the school staff rooms or speak to a member of the office staff.

Fire

The school has a number of fire exits, all clearly signed, in a variety of locations throughout the building. You are responsible for identifying your nearest fire exit. In the event that the fire alarm (a distinct and easily audible continuous alarm) should sound during your visit, ensure that you:

- Remain calm
- Leave the building by your nearest fire exit
- Make your way to the muster point
- Follow instructions from staff

Mobile Phones

Mobile phones should be on silent and concealed during your time on the school premises. Should you need to make or receive a call, please use the school office.

Photographs

The taking of photographs whilst on site without prior consent from the school is **strictly prohibited**.

Manual Handling

Before lifting any potentially heavy objects whilst on site, ensure that you take appropriate steps to ensure your safety and that of others around you. If you are unsure or require additional advice, contact a member of school staff immediately.

Confidentiality

During your visit you may be privileged to confidential or sensitive information about the school, its children or employees. You are responsible for maintaining confidentiality in these areas. Should you have any concerns or queries relating to confidentiality speak to a member of school staff immediately.

On Site Conduct

You are reminded that you are entering a Primary School site containing children from 4-11 years of age. As such, we expect the highest possible standards of dress, behaviour and communication (including language, tone and volume). Should your conduct fall below these standards at any time during your visit you may be required to leave the site.

I have read and understood the school Safeguarding Policy	Sign
I have read and understood the school Child Protection Policy	Sign
I have read and understand Part 1 of the Keeping Children Safe in Education document	Sign
I have completed the Rehabilitation of Offenders of Declaration form	Sign
I have completed the Childcare Disqualification Staff Declaration form	Sign
I understand the need for confidentiality at all times	Sign

Please note that all volunteers working in the school on a regular basis will need to be issued with a DBS certificate.

If applicable, and depending how well known to the school community you are, we will seek references.

Therefore, please provide 2 references who are willing to be contacted to talk about your suitability for volunteering. Please provide one previous employer/place you have volunteered and one character reference.

Reference 1		Reference 2	
Name:		Name:	
Job title:		Job title:	
Telephone:		Telephone:	
Email:		Email:	
Capacity in which they know you:		Capacity in which they know you:	

