** Application Form**



Section A: All about the role and all about you

Thank you for expressing an interest in volunteering at Oasis Academy Short Heath. You are very welcome to complete this form electronically and return it to Debbie.Allen@OasisShortHeath.org , print it and hand it in to either office, or ask office staff for a paper copy. If you prefer you can send it to Debbie Allen, Oasis Academy Short Heath, Streetly Road, Erdington, Birmingham B23 5JP. If you require this form in another format, such as in larger print or audio-tape, or if you have any questions, please contact Mrs Allen who will be happy to help.
We would like volunteers to commit to at least a term of volunteering. Please circle the day/s that you would like to come in:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Days | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Times** | Morning / Afternoon | Morning / Afternoon | Morning / Afternoon | Morning / Afternoon | Morning / Afternoon |

We will then place you in the best place for us that makes the most of your skills. Below is a list of jobs that we would really appreciate volunteers to take on:

* reading with children on a 1:1 basis
* supporting a group of children within the classroom
* administration support
* gardening
* painting
* general in-class support
* making resources

**Please write below details of your strengths and interests which will help us to determine your role while with us, or anything else you would like us to know.**

## Section B: Required Information

|  |
| --- |
| **Post Applied For**: *Volunteer (not Work Experience)* |
| **Location:** *Oasis Academy Short Heath* |
| **How did you hear about this?** |

**Personal Details**

|  |
| --- |
| **Family Name (Including Preferred Title)**  |
| **First Name(s)** |
| **Address (Inc. Postcode)**  |
| **Telephone No (Inc. STD Code):** | **Mobile No:** |
| **E-Mail Address:** |
| **Nationality:** |
| **Date free to take up volunteer appointment (DD/MM/YY):** |

**Previous employment with children:** Have you ever worked within a role that involved contact with children or young people?

**YES** [ ]  **NO** [ ]

**Relatives/Other Interests**

|  |  |
| --- | --- |
| **Are you currently or have you ever been an employee or volunteer for any Oasis project?**  | **YES** [ ]  **NO** [ ]  |
| **If yes, please name the project:** |  |
| **Are you related to, or know personally, any Oasis Community Learning employee or student (s)?** | **YES** [ ]  **NO** [ ]  |
| **Name of person:** |  |
| **Position held within Oasis Community Learning (if employee) or Year group and class (if a child)** |  |
| **Relationship of person to you:** |  |

## Section c: Referees

Please give the name and address of two people whom we may contact for a reference.

|  |  |  |
| --- | --- | --- |
|  | Reference 1 | Reference 2 |
| Name  |  |  |
| Status |  |  |
| Organisation |  |  |
| Relationship |  |  |
| Address |  |  |
| Tel. No. (inc. STD) |  |  |
| E-mail address |  |  |
|  | Is this referee aware of your application for this post?**YES** [ ]  **NO** [ ]  Are you willing for this referee to be approached? **YES** [ ]  **NO** [ ]  | Is this referee aware of your application for this post?**YES** [ ]  **NO** [ ]  Are you willing for this referee to be approached? **YES** [ ]  **NO** [ ]  |

**Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application to volunteer. The personal information that you give us will also be used in a confidential manner to help us monitor our process.

By signing this form, we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner's Office.

## SEction E: Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks. Any offer of appointment is subject to satisfactory DBS (Disclosure and Barring Service) Enhanced Disclosure Check.

Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with children or young people?
**YES** [ ]  **NO** [ ]

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?
**YES** [ ]  **NO** [ ]

If you have answered ‘yes’ please give full details, continuing on a separate sheet if necessary.

|  |
| --- |
|  |

**Criminal Convictions**This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offender Act 1974. Applicants must declare any convictions which for other purposes are “spent” and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by Oasis Community Learning. Any information will be treated confidentially.

Have you ever been convicted of a criminal offence by a Court of Law? **YES** [ ]  **NO** [ ]

|  |  |
| --- | --- |
| **Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding?** |  **YES** [ ]  **NO** [ ]  |

If yes, please attach details including the offence and the date.

You will also need to complete an online DBS application. Please contact the school office to arrange this.

**DECLARATION**I acknowledge that Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people and to this end hereby certify that I am not on VB Check, disqualified from work with children, or subject to sanctions imposed by a regulatory body such as GTC, and have no convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that my volunteering is subject to references, employment eligibility and criminal convictions, all of which must be deemed by Oasis Community Learning as satisfactory.

**Signed** **Date**
We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and undergo appropriate checks. In view of this, you will subject to a VB Check. Please provide your Date of Birth and any previous surnames used.

**Date of Birth:** **Previous Surnames Used:**

**Keeping Children Safe in Education: Childcare Disqualification Requirements**

**Employee/Worker/Volunteer Declaration**

|  |  |
| --- | --- |
| **Academy Name** | **Oasis Academy Short Heath** |
| Please refer to the accompanying letter for detailed information about the requirement for you to make this declaration.**In accordance with the legislation you are asked to sign the declaration below confirming that you are not disqualified from working in, or being concerned in the management of, the above settings.**If you fail to complete and return the form, this may be regarded as a disciplinary matter for staff. In the case of volunteers, this will mean that you can no longer work at this establishment.A disqualified person is not permitted to continue to work in the above settings unless they apply for and are granted a waiver from OFSTED. Reference: <http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-and-childcare-providers> |
| **Name of Person signing the Declaration:** | **Post Held:*Volunteer*** |
| **Declaration:**In signing this form, I confirm that the information provided is true to the best of my knowledge and that:* I understand my responsibilities to safeguard children.
* I understand that I must notify the academy Principal immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that would render me disqualified from working with children
 |
| **Signed:****Print Name:****Date:** |
|  |
| **Section 1 – Orders or other restrictions**  |  |
| Have any orders or other determinations related to childcare been made in respect of you or a child in your care? | **YES** [ ]  **NO** [ ]  |
| Have any orders or other determinations been made which prevents you from being registered in relation to child care, children’s homes or fostering? | **YES** [ ]  **NO** [ ]  |
| Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? Available at the link below: <http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made> | **YES** [ ]  **NO** [ ]  |
| Are you barred from working with Children (Disclosure and Barring (DBS))? | **YES** [ ]  **NO** [ ]  |
| **Teachers only -** Are you prohibited from Teaching? | **YES** [ ]  **NO** [ ]  |
| **Section 2 – Specified and Statutory Offences** |  |
| Have you ever been cautioned, reprimanded, given a warning for, or convicted of: |  |
| * Any offence against or involving a child? (A child is a person under the age of 18)?
 | **YES** [ ]  **NO** [ ]  |
| * Any violent or sexual offence against an adult?
 | **YES** [ ]  **NO** [ ]  |
| * Any offence under the Sexual Offences Act?
 | **YES** [ ]  **NO** [ ]  |
| * Any other relevant offence?

Available at the links below: <http://www.legislation.gov.uk/uksi/2009/1547/schedule/2/made><http://www.legislation.gov.uk/uksi/2009/1547/schedule/3/made> | **YES** [ ]  **NO** [ ]  |
| Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country? | **YES** [ ]  **NO** [ ]  |
| **Section 3 – Disqualification by Association** |  |
| To the best of your knowledge, is anyone who lives or works in the same household\* where you live disqualified from working with children under the Regulations? *\*household – includes family, lodgers, house-sharers, household employees*This means does anyone in your household have an Order or Restriction against them as set out in Section 1 or have they been cautioned, reprimanded, given a warning for or convicted of any offence in Section 2. | **YES** [ ]  **NO** [ ]  |
| **Section 4 – Provision of Information** |
| If you have answered YES to any of the questions above you should provide details below in respect of yourself, or, where relevant, the member of your household. You may supply this information separately if you so wish, but you must do so without delay. |
| Details of the order, restriction, conviction, caution or other ground for disqualification under the Childcare (Disqualification) Regulations 2009 etc. |  |
| The date(s) of these |  |
| The relevant court(s) or body(ies) and the sentence (if any) imposed |  |
| You should also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided. |

## Section F: Code of Conduct

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, please make sure the following process is adhered to:

Make sure you sign in and out of the building at the office / reception.

Wear the visitor’s badge at all times. If you have your DBS clearance, your badge will be on a green lanyard. If we are still waiting for your DBS clearance, you will have a red lanyard - this means you need to be accompanied by another member of staff while in contact with children. Alison Thomson will complete the necessary risk assessments for you to sign while we wait for your clearance.

On your induction visit, Alison Thomson will meet with you and explain our procedures relating to safeguarding, equal opportunities, behaviour management, evacuation and lock down. She will also talk you through the school day and show you around the site/s.

**Health & Safety:** You should be made aware of emergency procedures (e.g. evacuation) and safety aspects of being involved in a particular task (e.g. while in a cookery class). Any potential hazard which you feel might put people at risk of injury or harm must be reported straight away to the class teacher / Assistant Head.

**Absence:** Volunteers are required to inform Alison Thomson, before 8am, if they are unable to attend when they are expected. If you are called away in the event of an emergency while volunteering, please let the class teacher / office know before you leave the premises.

**Confidentiality:** Volunteers are reminded that all information on individual pupils and members of staff is confidential and that the sharing of data is protected under the Data Protection Act 1998. They are not permitted to discuss children’s or staff member’s issues with other professionals in the school. Volunteers who break this confidentiality rule will be asked to leave. There may be instances where volunteers MUST pass information to the designated safeguarding lead or class teacher. These include incidents where the child is bullied or when a child discloses he or she is being harmed in any way. Volunteers are advised not to report this to the child’s parents / carers and inform the class teacher as soon as possible.

**Internet use and social networkin**g: Volunteers are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails. Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding your employment at this school or any activities which may bring the school into disrepute and / or may cause us to question your suitability to work with children. Volunteers must not attempt to contact pupils via social media or email, or make arrangements to meet outside of school.

**Equal Opportunities:** we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. All volunteers are required to make a commitment to this policy and treat everyone with respect at all times.

Volunteers are expected to maintain high standards of behaviour and conduct while involved in activities at school. The following is a guide to appropriate conduct while working in or on behalf of a school (including school trips, residential visits and out of school activities).

### You should:

* Observe the high standards of behaviour and ethical conduct mandated by the school.
* Respect other volunteers, members of staff and pupils, and make them feel valued.
* Be approachable, pleasant and be a positive role model for pupils.
* Adhere to all school policies. For example: Child Protection, Health and Safety, Anti-Bullying, Behaviour Policy etc.
* Maintain confidentiality of personal information at all times, unless there is a need to report something.
* Treat all children and members of staff equally.
* Report any incident of poor behaviour to the class teacher immediately.
* Dress and behave in a manner which promotes healthy and safe working practices.
* Accept and follow directions from your supervising staff member and seek guidance through clarification where you may be uncertain of tasks or requirements.
* Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising staff member any potential hazard in the workplace.
* Avoid waste or extravagance and make proper use of the resources of the school.
* Conduct your work in a co-operative manner.
* Turn your mobile phone off while you are on school premises.

### You should never

* Tell a child off. As a volunteer, you are not expected to discipline children. If there are any problems, tell the class teacher straight away and he or she will deal with the situation.
* Shout, hit, threaten or manhandle a child.
* Take photographs in school without the prior permission of the Headteacher.
* Develop ‘personal’ or sexual relationships with pupils.
* Work with children when you are not in the proper physical or emotional state to do so. For example: under medication which makes you drowsy, or under extreme stress which may impair your judgement.
* Behave in an illegal, improper or unsafe manner. For example: smoking or drinking alcohol.
* Share your personal contact details with pupils or make personal arrangements to meet children outside school. This includes all social media, e.g. Facebook and Instagram.
* Discriminate favourably or unfavourably towards a child.
* Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
* Behave in a manner which may bring the school into disrepute when representing the school.
* Give or receive (other than ‘token’) gifts, unless arranged through your Headteacher, for example, outgrown sports kit, football boots or uniform. These would be given to the school, for the school to distribute accordingly.
* Comment on school practices with those outside of school. If you have any concerns, raise them with staff in school.

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read Oasis Academy Short Heath’s Code of Conduct and Volunteer Policy and agree to abide by the safe code of conduct.**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Section G: EQUAL OPPORtUNITIES

Oasis Community Learning is working towards equality of opportunity for all who apply for volunteer work with the organisation. We are actively opposed to discrimination and want to ensure our processes support recruitment of the full diversity of people. We believe that monitoring our recruitment results will help us assess any areas requiring improvement. In order to assist us with this, we would be grateful if you would complete this form and return it with your application. Oasis Community Learning undertakes that this form will not be made available to anyone involved in the recruitment and selection of staff and will remain confidential to the Human Resources Department to be used solely for the purpose of monitoring the effectiveness of our equal opportunities policy. **Your help in this matter is entirely voluntary and will in no way affect your application.**

**Please indicate your gender:**
Male [ ]  Female [ ]

**Please indicate your age:**
16 – 25 [ ]  26 – 35 [ ]  36 – 45 [ ]  46 - 55 [ ]  56 – 65 [ ] 65 + [ ]

Ethnic origin is not about nationality, place of birth or citizenship. It is to do with colour and broad ethnic group. UK citizens can belong to any of the groups indicated below. Please tick below:

**White Mixed**

British [ ]  White & Black Caribbean [ ]

Irish [ ]  White & Black African [ ]

Any Other White Background [ ]  White & Asian [ ]

(Please state) ………………….. Any Other Mixed Background [ ]

 (Please state) ……………………

**Black or Black British Asian or Asian British**

Caribbean [ ]  Indian [ ]

African [ ]  Pakistani [ ]

Any Other Black Background [ ]  Bangladeshi [ ]

(Please state) ………………….. Any Other Asian Background [ ]

 (Please state) ……………………

**Chinese** [ ]  **Any Other (Please state) ………………………….**

Do you consider yourself to have a disability within the meaning of the Disability Discrimination Act 1995 (see end of this part of form for definition)? **Yes** [ ]  **No** [ ]

We fully support the social model of disability and we recognise that people with different impairments or medical conditions can experience different barriers. If you have selected yes, please select the nature of your disability:

 Physical/sensory impairments [ ]

 Learning difficulty & specific learning difficulties [ ]

 Mental health difficulties [ ]

 Medical conditions [ ]

**Disability Definition** Individuals who were registered under the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996 are treated as being disabled under the Disability Discrimination Act 1995 (DDA). The DDA states “a person has a disability if he has a **physical** **or mental impairment** which has a **substantial** and **long-term adverse effect** on his ability to carry out **normal day to day activities**.” The person must satisfy the four criteria in bold in the above statement to fall under and, therefore, be protected under the DDA. This definition is subject to amendments made by the DDA 2005.

*Thank you for making it all the way to the end of the form. We hope to see you in school soon. Once you hand in the form, Alison will check your references, start your DBS clearance process and contact you to arrange your induction visit.*