

Volunteer/ Work Experience Information Request

Please complete the following forms and return them to Wingrove Primary School for the attention of Miss Chaudry or email admin@wingrove.newcastle.sch.uk
Please allow at least 2–3 weeks for a response and be aware that there is always a waiting list due to high demand, so we encourage you to contact other schools within your local area. If you have a personal C.V., please attach it to the email or send in a copy with the request forms.

We welcome the support of volunteers in school, subject to our requirements. We are, however, not a training provider for volunteers. Please provide a brief summary of your experience of working with children and the skills you will bring to the placement. We ask all volunteers to commit to half a day a week initially for a four to six week trial period. We reserve the right to discontinue a volunteer's time with us according to circumstance.

If you are currently DBS cleared from our local authority please provide your DBS number, date of issue and expiry. If you are not currently DBS cleared, you will be supervised at all times within the school. DBS forms are now submitted online and we can support you to do this if necessary.

What we would ask of you. All volunteers have the responsibility to:

- be clear about how much commitment they can give and stick to it
- work within the policy given to them and signed for at the start of their voluntary work
- be accountable for their actions, within a supportive environment
- work to the highest standard, giving the best of their skills and abilities
- work independently and professionally without too much direction

It is also important to make it clear that we cannot give you a reference until you have been volunteering with us for at least a year or at the discretion of the class teacher with whom you are based.