



Register of Interest for Volunteers and Students

Please send this filled-out form, accompanied by a brief statement explaining your interest in joining our team at Elmsleigh Infant and Nursery School, enquiries@elmsleighinfantschool.co.uk

Personal Details

Full Name:	
Address:	
Contact number:	
Email address:	
Date of Birth:	

Medical information

Do you have any medical issues that we should know about? For example, do you need to carry an epipen or an inhaler?

Emergency Contact

Who shall we contact on your behalf in an emergency?

Name	
Relationship to you	
Contact Number	

Placement Details

Intended start date	
Intended finish date	
Placement days (e.g. Mon, Wed, Fri)	

Training Provider Details

Please provide contact details of the school/college/training provider/other. Please note, this is where you will be coming from not where your placement will be.

Contact name	
Address:	
Contact number	
DBS Clearance No	
Clearance Date issued	

Original documentation must be brought into school on induction confirming that the DBS process has been completed by the organisation named above.

What is the reason for volunteering?

--

Thanks for your interest. We really appreciate the time you took to apply. We'll be reviewing all applications carefully, we'll be in touch soon.

Section Two (to be completed in school):

- Occasional Volunteer – complete section 7
- Regular Volunteer – complete section 8

Occasional Volunteer

Date of volunteer Activity	Volunteer Activity	Class	Supervised By

Regular volunteer activity

DBS Clearance No	Clearance Date issued	Induction Sign off	Activity/Class	Supervised By

Risk Assessment to be completed by DSL and/or Headteacher

Is the volunteer involved in regulated activity?

Yes No (See KCSIE definition of regulated activity with children)

Risk Factors Considered	Yes/No	Notes / Assessment
Nature of the work with children		
Supervision (adequacy & proximity)		
Frequency and duration of contact		
Volunteer's previous experience / known to school		
Setting (e.g., early years, SEND, residential)		
Any concerns or red flags raised		

Decision

Is a DBS Check required?

Yes

No

If yes, which type of DBS check?

Standard DBS

Enhanced DBS

Note: Barred List Check only permitted for regulated activity.

If no, what measures are in place to ensure child safety?
e.g., full supervision at all times, volunteer not left alone with children, limited access to sensitive

areas

Authorisation

Name of Designated Safeguarding Lead (DSL):

DSL Signature & Date:

Headteacher / Principal Approval (if applicable):

Signature & Date: