



New Volunteers and Students Checklist

Volunteer application completed and discussed with applicant if necessary

Name of teacher whose class allocated to and date discussed with teacher

Confirm Days and times of work

Arrange appointment to process a DBS application or if a Student from City College/UEA arrange an introductory meeting to bring in DBS, ID and arrange start date – opportunity to look around and interact with prospective volunteer.

DBS application process

Safeguarding documentation & folder given to volunteer to read/complete/sign

Applicant asked to contact the school when DBS done and arrange an appointment to bring in the DBS document for Mrs Burton to put on single centre register

Sheet signed confirming Safeguarding documentation read

Applicant given tour of school if not done previously

Applicant reminded again of :-

of signing in procedures

to wear Visitor Badge whilst working at school

re Confidentiality

staff room only for use to obtain drink/use toilet

of dress code- no blue jeans

to address staff by title and surname

to ring school if unwell or unable to come in on their allocated day
of work