

# Meriden C of E Primary School

Fillongley Road, Meriden CV7 7LW

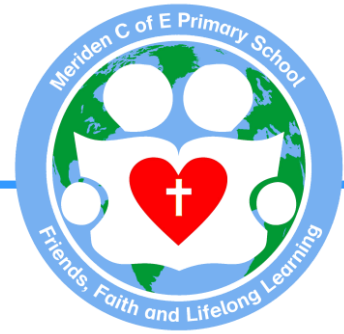
01676 522488

office@meriden.solihull.sch.uk

www.meridenceprimaryschool.co.uk

@meridenprimary

Headteacher: Mrs Lucy Anderton



September 2018

Dear Parents and Carers

## Volunteers in school

We are looking for interested volunteers who would like to share their time and talents with the staff and pupils of our school. Volunteers make a huge difference to our children as they strengthen and enrich the curriculum. We really value any time you can give to help!

Volunteer involvement can come in a variety of areas and capacities. You may provide short term or long term commitment to such things as:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Supervising on school trips,
- Helping to run special events such as book fairs and author visits.

As a volunteer you will get a great sense of fulfilment and satisfaction from your time in school and our school life will certainly be very much enhanced.

Solihull Local Authority, along with school are committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. With this in mind, alongside an Enhanced Disclosure and Barring Service check, we are now required to ask for two references for any new volunteers.

If you are interested in learning more about volunteering in our school, we would be delighted to hear from you. Please complete the attached form and return it to the school office. We will be in touch!

Yours sincerely

Mrs Lucy Anderton  
Headteacher

## VOLUNTEER EXPRESSION OF INTEREST FORM

Thank you for indicating an interest in volunteering with our school. If you would like further information or would like to meet with us for a chat about volunteering, please complete and return this form to the school office.

First name	
Surname	
Home address	
Telephone (Home)	
Telephone (mobile)	
Email address	
Emergency contact name and contact number	
Connection to the school: (e.g. parent/carer)	

Please tell us (in a few brief notes) why you would like to volunteer with us.

Which of the following volunteer roles are you interested in? [Insert relevant service/activity roles]

<input type="checkbox"/>	Children's activities volunteer	<input type="checkbox"/>	Library activity volunteer
<input type="checkbox"/>	Code Club volunteer	<input type="checkbox"/>	Reading group volunteer
<input type="checkbox"/>	Working with groups of pupils to enhance their learning	<input type="checkbox"/>	Assisting with school trips
<input type="checkbox"/>	Reading with pupils	<input type="checkbox"/>	Assisting with school discos and fayres
<input type="checkbox"/>	Other (please detail)	<input type="checkbox"/>	PTA member
<input type="checkbox"/>		<input type="checkbox"/>	

Which days of the week / times can you volunteer?

Are there any particular age groups/classes you would like to work with?

Thank you for your interest, we will be in touch with you soon and look forward to meeting you.

Please return this form to the school office **or** email to [office@meriden.solihull.sch.uk](mailto:office@meriden.solihull.sch.uk) or [s77landerton@meriden.solihull.sch.uk](mailto:s77landerton@meriden.solihull.sch.uk)



# Volunteer Expression of Interest Form

## DATA PROTECTION FAIR PROCESSING NOTICE

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'fair processing notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we engage to volunteer at our school.

All information supplied on this form may be held and used as detailed:

### **The personal data we hold on you**

We process data relating to those we engage to volunteer at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Home address and contact details
- Emergency contact numbers
- Relationship to the school details
- Disclosure & Barring Service (DBS) check information

### **Who is collecting the information and will hold it**

The school office collects the information from this form and create and maintain a file for each volunteer, which may be also be held on the school's IT system (which includes email). The information contained in this file is kept secure in the school office and is only used for purposes directly relevant to your volunteering post.

Once your volunteering post with us has ended, we will delete the file and the information in it in accordance with our record retention guidelines.

### **Why we are collecting the information and for what purpose it will be used**

The purpose of processing this data is to help us run the school, including to:

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Assess and confirm an individual's suitability to volunteer in our school
- Allow better planning of lessons and schools trips/events
- Communicate with your next of kin in an emergency situation

### **Third parties it may be shared with and why**

The school will also collect personal data about you from third parties, such as information from criminal records checks. The school will seek information from third parties only once a volunteer post offer has been made and will inform you that it is doing so.

Your information may also be shared with other council services and partner organisations to ensure our records are kept accurate. We may also need to share your information for the prevention and detection of fraud and/or other crimes or as the law requires. For further information about how we use your information please refer to the Council's Privacy Statement on [www.solihull.gov.uk](http://www.solihull.gov.uk) or contact [recordsmanagement@solihull.gov.uk](mailto:recordsmanagement@solihull.gov.uk)