

Safeguarding



9 Steps to becoming a volunteer to support at Eastwick Schools

- Step 1** Before you begin, please make sure you have the following information for you to process a volunteer application:
- General Details,
 - Work Eligibility,
 - Secondary/Further Education (at least one entry),
 - References,
 - Equal Opportunities Monitoring
 - Personal Statement and Declaration.

This information is required in line with **Keeping Children Safe in Education 2024**.

A Help Centre and Live Chat is accessible when logging onto MyNewTerm; Each section of a candidate's profile has explicit instructions; with extra information available explaining what information must be provided for all fields that require completion.

- Step 2** Either visit our school website where you will find a staff vacancies page with a volunteer role listed; or for quick access please [CLICK HERE](#)
- Step 3** Review the volunteer role listed and click [Apply Now](#) button. This will take you to our new applicant tracking system 'My New Term'. Here you will be invited to login or register. You will need to register for an account to apply.
- Step 4** You will now be invited to provide your email address, click to confirm you have read the terms and conditions and will then be able to click 'Register'.
- Step 5** Email will be sent to your email address with a link to complete your registration from donotreply@mynewterm.com. Once received, click "Activate Account"
- Step 6** You will now be taken to the create account page to set up a password and enter your personal details (name, address, etc). Select "create profile and continue"
- Step 7** Some aspects of the volunteer application form will not be relevant to everyone applying, such as 'Enter your DfE number if you have one' or 'Give details for professional bodies you belong to'. You can indicate 'N/A' where required but otherwise, answer all questions on the form. Each time you reach the bottom of a page there is a 'Save and Continue' button that will take you to the next part of the form.
- Step 8** When complete, click to Submit your application, and you are finished!
- Step 9** Once our Human Resources department have received your application somebody will be in touch to confirm details of the volunteer opportunities and safeguarding training.

