



# ST MARY'S SCHOOL HAMPSTEAD

## **Recruitment of Volunteers policy**

**September 2019**

Reviewed September 2019  
Next Review Date: September 2020

## **MISSION STATEMENT**

St Mary's School seeks to provide an education firmly founded on Christ and the Catholic Faith.

Spiritual and moral principles are nurtured in a way that is reflected in daily life.

Within a happy and caring environment and based on the recognition of the dignity and worth of each child, high standards are expected and pursued. Intellectual development is emphasised and fostered along with the pursuit of academic excellence.

St Mary's values the unique contribution of every child within the school community.

St Mary's aims to encourage an active partnership between home, school, parish and the wider community.

## The recruitment of volunteers

### 1. General

St Mary's School, Hampstead ("the School") is committed to ensuring the best possible environment for the children in its care. Safeguarding and promoting the welfare of children are its highest priority.

The School aims to recruit volunteers who share and understand its commitment to the aims of the School. Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore welcomes and encourages volunteers from the parent and the local community to assist in day to day tasks. The kinds of activities that volunteers may assist with are hearing pupils read or accompanying school visits.

All queries on the School's recruitment process must be directed to the Headmistress.

Volunteers will be recruited and will undergo safer recruitment checks via the process set out below.

### 2. Recruitment

Individuals who have expressed an interest in volunteering on a frequent or regular basis or on an unsupervised basis or for volunteers who might provide personal care will be subject to an informal recruitment process which will involve a meeting with a member of the SMT to discuss the requirements of the School and the skills of the volunteer. The purpose of this meeting will be to understand whether the prospective volunteer has previous relevant experience, to find out whether the expectations and requirements of each party coincide and whether there is a volunteering opportunity at the School. This does not apply to supervised "one-off" volunteers e.g. day outings where the volunteers will always be supervised and will not undertake any form of personal care.

Any volunteering placement offered will be subject to the following checks:

1. Identification checks (including name, address, photographic ID and date of birth);
2. Evidence of right to work in the UK;
3. If they will be undertaking a regulated activity, a barred list check;
4. Satisfactory enhanced DBS check (or pre-existing enhanced DBS checked and accepted from applicant who has subscribed to DBS update service together with the check with the DBS update service);
  - Receipt of Suitability declaration Form showing applicant is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)";
5. Confirmation that the volunteer has read Keeping Children Safe in Education Part 1;
6. Confirmation that the volunteer has read the School's Child Protection & Safeguarding policy;
7. If the volunteer is undertaking a management role, check that applicant is not prohibited from participating in the management of independent schools;
8. Prohibition from teaching check if applicant is a teacher;
9. EEA checks for applicants who have taught abroad;

10. Check of successful completion of statutory induction period for a QTS after 7 May 1999 ( for teachers);
11. Evidence of overseas criminal records checks for applicants who have worked/ lived abroad; and
12. References may also be required, depending on the existing relationship between the School and the potential volunteer.

Paperwork relating to these checks will be recorded on the School's Single Central Register.

### 3. Induction

As well as training for the particular role that the volunteer is to undertake, volunteers will be provided with training on the following matters:

- Child Protection and Safeguarding
- Staff Code of Conduct
- Health and Safety Policy
- Confidentiality obligations

A letter setting out in detail the obligations of the School and the volunteer will be sent to each volunteer. A model draft letter is attached in Annex A.

A volunteer will be asked to complete and sign a confidentiality form. [Annex B]

### 4. Data Protection

The School will comply with its obligations under the relevant data protection legislation. Volunteers' attention should be drawn to the Staff Privacy Notice and Data Protection Policy which sets out details of how the School will process volunteers' personal data.

## **Annex A**

### **Draft letter from the School to the volunteer**

[DATE]

Dear [NAME OF VOLUNTEER],

#### **Volunteer agreement**

Thank you for offering to volunteer at St Mary's School Hampstead, for attending an informal interview, confirming whether you are a qualified teacher and providing a police check if you have lived abroad in the last 10 years. Thank you also for completing an online DBS application.

This letter sets out what we can each reasonably expect from your volunteering role within St Mary's School Hampstead. The School appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

#### **1. Volunteer role**

Your role as volunteer is as a parent reader and is due to start on [DATE]. This is subject to the School seeing the original DBS certificate before the start date. The certificate will be sent to you at your home address and your volunteering role cannot start until you have brought the original certificate into school to be checked. Please bring it in as soon as it arrives and your start date will be postponed if necessary until the School has seen the original certificate. *Please note that you are able to register the DBS certificate with the DBS update service for free if you are a volunteer. This service allows the DBS to be kept up to date for use with future organisations with which you may work, with future status update checks being done through the update service. You need to retain the original DBS check and also ensure that you register within 19 days of the date of the certificate (at <https://secure.crbonline.gov.uk/crsc/apply>).*

We hope that you will usually be able to volunteer with us for at least once a week for the academic year so that we can each get the most from the volunteering experience. However, we are flexible about when you work so please let us know if you would prefer a different arrangement.

**2. Your obligations**

We expect you to perform your role to the best of your ability and to follow our procedures and standards, including health and safety and equal opportunities, the Child Protection and Staff Behaviour Policy, and to comply with our anti-bribery policy and procedures. You can expect us to deal with you in accordance with our equal opportunities policy. We have already provided you with our Child Protection and Safeguarding Policy and Keeping Children Safe in Education Part 1 (2019) and you have confirmed that you have read both these documents.

**3. Induction and training**

We will provide an induction explaining what we do and how volunteers fit within the School. We will also provide training to assist you to meet the standards we expect from volunteers and to ensure your health and safety. You will also be trained on Child Protection and Safeguarding.

**4. Supervision and support**

Your main point of contact during your volunteering with us is Mrs Jennings. You will have meetings with Mrs Jennings to agree targets for your volunteering role and discuss any problems or complaints you may have.

Please give Mrs Jennings as much notice as possible if you are unable to volunteer when expected.

**5. Insurance**

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

**6. Confidentiality**

In the course of providing your volunteering services to the School, you may have access to confidential information relating to staff, pupils or parents. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards. We have already asked you to sign a confidentiality statement agreeing to the above.

**8. Leaving**

We ask that you give us as much notice as possible if you want to stop volunteering with us.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Yours sincerely,

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On behalf of St Mary's School, Hampstead

Annex B

St Mary's School, Hampstead

Confidentiality Agreement for Volunteers

I understand that during the course of providing volunteering services to the School, I may have access to confidential information relating to staff, pupils or parents. I understand and agree that the School expects me not to use or disclose this information to any person either during my volunteering experience with the School or at any time afterwards.

..... Signature

..... Name

.....Date