



Maria Fidelis
Catholic School FCJ

Volunteers Policy	
Committee	Finance, Premises and Staffing
Author	School
Approved By Governing Body	27 th November 2023
Frequency of Review	2 years
Next review Date	Autumn 2025

The FCJ Schools' Vision

Our vision is that FCJ schools are communities of personal and academic excellence.

Strong in companionship, the unique giftedness of every person in these faith communities is recognised, nourished and celebrated.

Our hope and expectation is that, through God's grace working in us all, each young person grows into their best self, with zest for life and the generosity and confidence to use their talents and gifts in the service of others.

Vision Statement

The vision for Maria Fidelis Catholic School is to create an inclusive school equipped for the 21st Century which will enable all young people to maximise their potential in order that they leave school as educated, confident and courageous Catholics, prepared to challenge injustice and care enough to 'live life to the full'.

Introduction

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 welcomes and encourages volunteers from the local community. Our volunteers may include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Local business employees
- Charity representatives
- Members of religious organisations
- Friends of the school

The recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and available spaces within school. The smooth running of Maria Fidelis Catholic School for its pupils will always be a priority.

The Senior Leadership Team maintains the right to refuse volunteers and also terminate placements. The types of activities that volunteers engage in, on behalf of the school, include:

- Listening to pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Mentoring
- Career advice
- Counselling
- Sport/dance coaching
- Accompanying school visits

Recruitment of Volunteers

The Headteacher will ensure that the following are carried out in relation to unpaid volunteers:

- All volunteers will be required to undergo a recruitment process, with references, DBS and other checks and interviews taken out as appropriate and proportional to the duties assigned to them.
- The headteacher will ensure a risk assessment is carried out to establish whether a volunteer will be carrying out a regulated activity and decide what level of checks are needed in relation to their proposed role.

- Volunteers who are carrying out a regulated activity, for example being left unsupervised with children or providing personal care to children will be subject to an enhanced DBS check, including barred list information.
- Volunteers who have an opportunity for regular contact with children, but are not teaching, training, instructing, caring for or supervising children, will be subject to an enhanced DBS check but not a barred list check.
- For other volunteers who are not carrying out regulated activity, the Headteacher will ensure a risk assessment is carried out to decide whether a standard DBS check should be carried out depending on:
 - the nature of the role
 - what information is already known about the volunteer
 - what references from work or volunteering activity the volunteer has provided regarding suitability
 - whether the role is eligible for an DBS check.
- The school will ensure that all volunteers are competent to carry out the duties assigned to them and are only assigned duties that are suitable to their qualification and experience.
- Volunteers carrying out regulated activity but for whom a DBS check has not been carried out will be suitably supervised by teaching staff at all times at a level that ensures the safety of pupils.
- All volunteers will be fully inducted in relation to all school policies and procedures.

Safeguarding

All volunteers will be given training on safeguarding and they will receive the following booklets:

- Safeguarding
- Warning signs
- Professional Conduct for Staff and Volunteers
- Health and Safety

Work Experience/ Placement Students

Maria Fidelis Catholic School has a long standing relationship with various local secondary schools and universities. We are happy to take students on placement if we have suitable experiences available. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the Headteacher or Deputy Headteacher, outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Assistant Headteacher in charge of teacher training will deal with further correspondence. If the placement is just for work experience purposes the school/ college is asked to provide the reference for the student and the student is requested to complete the volunteer's paperwork.

Maria Fidelis Catholic School retains the authority to refuse or terminate a placement to ensure the smooth running of the school.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons. Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Head teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Supervision

Most volunteers work under the supervision of a teacher or full-time member of staff (there are some incidents when this is not the case, such as counselling and separate safeguarding provision is in place for this). Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and what the expected outcome of an activity is. In the event of any query regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice from their designated supervisor.

Health and Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using school equipment, accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/School Business Manager. Volunteers are covered by London Borough of Camden's Health & Safety Statement and indemnity and Public Liability Insurance.

Complaints Procedure

Any complaints made about a volunteer the person concerned must follow the school's complaints policy which is found on the school website.

Monitoring and Evaluation

The SLT will monitor how volunteers are used in school and evaluate their impact. Governors will consider all such evaluations and suggestions before amending the policy. Governors remain ultimately responsible for the policy.



Appendix 1

Volunteers Risk Assessment

Staff working with the volunteers ('designated supervisor): _____

Names of volunteers: 1) _____ 2) _____

3) _____ 7) _____

5) _____ 6) _____

(add extra rows for further names, if needed)

Activities being carried out: _____

Date(s): _____ Times: _____

Venue: _____

Regulated activity? Yes/No

Opportunity for regular contact with children? Yes/No

General Guidance

Ensure that each of the following has been completed and or explained:

	✓/x
DBS – not necessary / enhanced/ enhanced with child barred list	
References obtained – not necessary / checked / in process	
Catholic ethos of the school	
Signing in protocol	
Evacuation/fire drill procedures	
First Aid protocol	
Behaviour policy	
Safeguarding procedures	
Volunteer agreement and copy of this policy	
Any needs/disabilities of the volunteer(s)	
Volunteers have read and understood the following school booklets: <ul style="list-style-type: none">• Safeguarding• Warning signs• Professional Conduct for Staff and Volunteers• Health and Safety	
Online safety policy	

Conduct regarding touching or reprimanding children	
Protocol regarding photographs of children	
Conduct regarding smoking, drinking alcohol or engaging in any illegal practices	

Signed: _____

Name: _____

Date: _____



Appendix 2

Volunteer Agreement

Thank you for offering your services as a volunteer at Maria Fidelis Catholic School FCJ.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it to the school. You will receive a copy of it for your records.

- I will follow the Maria Fidelis Catholic School Child Protection and Safeguarding Policy
- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I will follow the Professional Conduct for Staff and Volunteers
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken, which may include a child barred list check, if the nature of my volunteer placement requires this
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department
- I agree to follow the Online Safety Policy

Signed: _____

Name: _____

Date: _____