



ST. JOSEPH'S COLLEGE
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Recruitment of Volunteers Policy

Policy Owner Head	Associated documents	Legal Framework KCSIE 2025 Childcare (Disqualification) Regulations 2018
Review by Safeguarding Committee	Review frequency Annual	Next Reviewed date September 2026



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Policy on the Recruitment of Volunteers

This policy relates to all sections of St Joseph's College, including EYFS.

Introduction

St Joseph's College is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The College aims to recruit volunteers that share and understand our commitment to the aims of the School.

All queries on the College recruitment process must be directed to the Head.

The recruitment of volunteers other than governors and trustees

1 General

Volunteers at St Joseph's College 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 local community to assist in its day to day running. The kinds of activities that volunteers may assist with are hearing pupils read, working with small groups of pupils to assist them in their learning, working alongside individual pupils, as an additional tutor, or accompanying school visits.

Volunteers will be recruited and vetted via the process set out below. Volunteers who take part in a regulated activity will be subject to safer recruitment checks.

The College will risk assess for each volunteer the checks that need to be carried out, depending on the volunteer's future role, etc., and then keeps that risk assessment in their personnel file.

2 Recruitment

Volunteers will be subject to an informal recruitment process which will involve a meeting with a senior member of staff 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 any previous relevant experience and find out whether the expectations and requirements of each party meet and whether there is a volunteering opportunity at the School.

Any volunteering placement may be offered subject to the following checks, if relevant:

- ID check
- an enhanced DBS certificate, including a barred list check, for volunteers undertaking a regulated activity



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- evidence of their entitlement to live and work in the UK, where relevant;
- Confirmation that the volunteer has not been disqualified from participating in the management of independent schools
- a declaration that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2018;
- depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement;
- references may also be required.

In addition, as part of the shortlisting process the College may carry out an online search on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the College might want to explore with the applicant at interview.

The appendix to this policy contains a model letter to volunteers which should be sent prior to the placement commencing.

3 Induction

Volunteers will be provided with training on the following matters once the volunteering placement commences:

- Safeguarding Policy
- KCSIE part 1 and Annex B
- Staff Code of Conduct
- Behaviour, Rewards and Sanctions Policy
- Health and Safety
- Whistle blowing
- Confidentiality obligations
- Supervision



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Appendix - MODEL DRAFT LETTER TO VOLUNTEERS

[ON HEADED NOTEPAPER OF ST JOSEPH'S COLLEGE

[ADDRESSEE]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[POSTCODE]

[DATE]

Dear [NAME OF VOLUNTEER],

Volunteer agreement

This letter sets out what we can each reasonably expect from your volunteering role within St Joseph's College. St Joseph's College 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.

A volunteer will usually provide voluntary services at least three times a month and, if carrying out regulated activity, will be subject to the checks set out in the Policy on Recruitment of Volunteers (identity, enhanced disclosure, right to live and work in the UK, prohibition and references in line with Keeping Children Safe in Education).

1. Volunteer role

Your role as volunteer is [SPECIFY ANY TITLE AND DETAILS OF ROLE or set out in the attached volunteer job description] and starts on [DATE]. We hope that you will usually be able to volunteer with us for at least [SPECIFY ANY PREFERRED TIME COMMITMENT] so that we can each get the most from the volunteering experience. However, we are flexible about when you work [within the constraints of []] 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 Safeguarding Policy and the 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.

If you are providing childcare as part of your volunteering duties, please note that you have a legal obligation to inform the College if you are disqualified from providing childcare under the Childcare (Disqualification) Regulations 2018. Please see the enclosed Policy on Recruitment of Volunteers and ask [NAME] for more details.

3. Induction and training



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We will provide an induction explaining what we do and how volunteers fit within the College. 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 [NAME]. You will have meetings with [NAME] to agree targets for your volunteering role and discuss any problems or complaints you may have.

Please give [NAME] as much notice as possible if you are unable to volunteer when expected.

5. Expenses

We will reimburse certain out-of-pocket expenses incurred in connection with your volunteering for us. Details of these expenses and how to claim them are available in the Expenses Policy.

6. Insurance

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

7. Confidentiality

In the course of providing your volunteering services to the College, 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.

8. Data Protection

We will comply with our obligations under data protection law as may be in force from time to time. Your attention is drawn to the Data Protection Policy and Staff Privacy Notice which explains what personal data we hold about you, how we collect it, and how we may use and share information about you.

9. 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 Joseph's College