Friends of Indian Queens School (FOS)

Volunteering Policy

Introduction

This policy sets out the principles for voluntary involvement within Friends of Indian Queens School (FOS). It is relevant to all within the association and is endorsed by the committee (or volunteers) of Friends of Indian Queens School (FOS). It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteers needs.

Commitment

Friends of Indian Queens School (FOS) acknowledges the contribution made by its volunteers and is committed to involving volunteers in appropriate positions and in ways that are encouraging and supportive. The organisation also recognises its responsibility to arrange volunteering efficiently so that the volunteer's time is best used to the mutual advantage of all concerned.

From 1 September 2026, Friends of Indian Queens School (FOS) recognise the removal of the supervision exemption for certain volunteer roles and will work with the school to ensure that appropriate DBS and barred list checks are obtained where required by law.

Definition

A volunteer is a person who, unpaid and of their own free will, contributes their time, energy and skills to benefit Friends of Indian Queens School (FOS).

Volunteer Co-ordination

All volunteers should report to the Friends of Indian Queens School (FOS) committee, who will offer guidance and support to the volunteer so they may carry out task effectively. Volunteers may be given an individual name of a committee member to report to.

The nominated committee member with overall responsibility for volunteering within the association is the Chairperson.

Volunteers will have a clear and concise task description, will be properly briefed about the activities to be undertaken and be given all necessary information and equipment to enable them to complete the activities.

It is the volunteer's responsibility to ensure they understand the task they have been given and to raise any concerns or training needs before undertaking any activity.

Rights and Responsibilities

The association recognises the rights of volunteers to:

- Know what is expected of them.
- Have adequate support and training.
- Receive appreciation.
- Volunteer in a safe environment.
- Be insured.
- Be free from discrimination.

The association expects volunteers to:

- Be reliable.
- Be honest.
- Respect confidentiality.
- Carry out tasks in a way that reflects the aims and values of the association.
- Carry out tasks within agreed guidelines.
- Respect the work of the association and not bring it into disrepute.
- Comply with the association's policies.

This policy will be reviewed annually by the Friends of Indian Queens School (FOS) committee prior to the AGM.

Date adopted: 16th October 2025