



**DUBAI
BRITISH
SCHOOL**
JUMEIRAH PARK



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SCHOOL JUMEIRAH PARK
FOUNDATION

Volunteer Policy

This procedure is reviewed annually to ensure compliance with current regulations

	Date	Name(s):
Created:		Head of Primary/Secondary
Last reviewed:	August 2021	
To be reviewed:	August 2022	

Volunteer in School Policy

Rationale:

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We therefore welcome and encourage volunteers from the local community.

Our volunteers may include:

Members of the School Advisory Board

Parents of pupils

Students on work experience/ trainee teachers

Ex-members of staff

Local residents

Friends of the school

The recruitment of new volunteers will be dependent on the available of spaces and need within school. The smooth running of the school and safety of students will always be a priority, therefore potential conflicts of interest will be taken into account. 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:

Hearing students read

Working with small groups of students to assist them in their learning

Working alongside an individual student, as an additional tutor

Supporting teachers, for example displays and resources preparation

Supporting in the library

Supporting special projects and events, for example during Science week

Accompanying school visits

Policy Statement:

All adults / Young People who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school aims and educational purpose.

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, e.g. hearing children read, usually approaches the class teacher first followed by a senior member of staff. For longer, regular voluntary work with students, parents will not be placed in their own children's class. It is the school's decision to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children.

Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

Child Protection and Safeguarding

Safeguarding students is our top priority and we follow Safer Recruitment guidelines to ensure our students are safe. We expect volunteers to share that commitment. The process of recruiting of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults are in our school. A list of volunteers will be kept by the Heads of School.

To ensure the safety of our pupils, we adopt the following procedures:

All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)

All of our frequent volunteers must have at least a local police check or a valid clearance certificate from their home county.

References will be requested for all frequent volunteers.

The candidate will attend the school for an informal discussion to ensure the applicant is suitable for the role.

The volunteer will be made aware of the role and responsibilities they will be undertaking.

Induction will include school and documentation explained. These to include Health and Safety, Behaviour Management Policies and Child Protection Policy.

If a volunteer does not have a clearance certificate, they should not under any circumstances be left alone with a child.

Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of students as part of a class visit, no formal checks are required. However, such volunteers will be under the constant supervision of school staff.

On-line Safety/Mobile phones

Online Safety relates to the use of technology in a responsible and safe way, and covers such areas as accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam.

Volunteers are expected to follow and sign the Online Safety Agreement.

Personal devices including mobile phones and wrist-watch phones that connect to the Internet should not be used in school during class time. Volunteers may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children are present. All photography and filming within school is prohibited unless permission is granted from the Head of School and only school owned devices for capturing, recording and storing data or photos of children should be used.

Confidentiality

Volunteers in school are bound by a code of confidentiality and are required to sign a confidentiality agreement. Any concerns that volunteers have about the students 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 of School or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Health and Safety

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 D T equipment/accompanying students on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Operations Manager. We do not take any responsibility for loss or damage of personal belongings.

Volunteers must sign in and out of the premises and wear a visitors' badge at all times.

Complaints Procedure

Any complaints regarding a volunteer follows the schools complaints policy which is found on the school website.

Dress Code

Clothing should be respectful of students, staff and the working environment and community. No jeans are allowed and sensible footwear should be worn.

4. Applicable to:

Whole school community

5. Related Documents

Child Protection, Recruitment, Health and Safety

DBSJP VOLUNTEER APPLICATION FORM APPENDIX 1

Name of Volunteer:

Child's name if applicable:

Address:

Email Address:

Mobile number:

Child's Class:

What activities/areas of the school's work would you like to help with?

Are there any particular age groups/Year Group you would like to work with?

Do you have any disabilities/other needs we need to take into account?

Please provide details of two people who can provide professional references for you:

Name:	Name:
Email Address:	Email Address:
Phone Number:	Phone Number:

Please attached a copy of your passport and visa

Thank you for taking time to complete this Volunteer Application Form

DBSJP VOLUNTEER AGREEMENT APPENDIX 2

Thank you for offering your services as a volunteer at DBSJP. 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 Head of School.

I will follow the DBSJP Child Protection and Safeguarding Policy.

I have read the School's Volunteer Policy.

I agree to support the School's Mission and Aims.

I agree to treat information obtained from being a Volunteer in School as Strictly Confidential and I have signed the confidentiality agreement.

I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of School.

I agree to follow and have signed the Online Safety Agreement.

Signed:

Name:

Date:

DBSJP VOLUNTEER FORM APPENDIX 2

Full name of the person
volunteering:

Contact number of the person
volunteering:

Email contact of the person
volunteering:

Full name and class of your child or
children:

Which class or department would
you like to volunteer in?

When can you volunteer?
Please put specific days and how often you can
come in. Please also put times or how long you
can stay.

What are your special skills, hobbies
or interests?
Please also include any social, emotional
intelligence skills such as

‘I listen to children really well’ – these are just as
important to us.

Things I am really looking forward to
about volunteering in school:

Things I might be a bit apprehensive
about when volunteering in school:

I understand that I will be required to follow the school’s health and safety and confidentiality
policies and procedures.

Signature: