



Volunteers Working in School Policy

Company: Star International School 24b Street Mirdif Dubai	Effective Date : 05.01.2017 Revision Due Date : 10.01.2019 First Edition Date : 03.01.2017 Edition No: 1
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Volunteers in School Policy

Parents naturally want the very best for their children. We all want the children of Star International School to be successful and happy – and to feel secure in all aspects of their lives.

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the local community. The contribution which volunteers and parents have traditionally made in schools is highly valued.

During their school years, the home and school occupy the greatest part of children's time – and carry the greatest influence on their development into adulthood. The best possible outcomes from all children's education are very much enhanced by a strong partnership between parents, teachers and students.

This policy relates to volunteers involvement in school, working to support the growth of STAR children in certain specific areas.

Involvement refers to the contribution which volunteers and/or parents make to the life and business of school without necessarily being part of the decision process. This may range from assisting with events, reading with children or becoming a School Governor.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit, or on a more regular basis, for example, hearing children read, usually directly approaches the Class teacher, Principal or member of the Senior Leadership Team. Before starting to help in school, volunteers should complete the Volunteers Working in School Agreement (see attached), which sets out the school's expectations of volunteers and ask volunteers to confirm they have received a copy of this policy, in addition to providing a Good Conduct Certificate, or documentation of an educational course, if required.

Guidelines

In encouraging the involvement and participation of volunteers in our school, the following guidelines will be observed:

- Any involvement and participation must not conflict with professional responsibilities for which teachers and other staff are accountable
- Volunteers must be familiar with school policies and adhere to them
- Volunteers' involvement will not span a break time or lunchtime
- Volunteers, if necessary, must communicate any concerns they have in a manner which allows positive action
- Volunteers must adhere to the shared values and expectations of Star International School

- Volunteers will not be left unsupervised when working with children.

When entering school, all volunteers must sign in at the reception. On leaving they must sign out.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the Class Teacher and **not** with the parents of the child/persons outside school. If it is a comment which a child makes which gives rise to concerns then the Principal should be informed directly. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Principal or member of the Senior Leadership Team.

Code of Conduct

- Treat all persons associated with the school with respect and courtesy
- Comply with legislation in regard to 'no smoking' on the school grounds
- Always wear the lanyard given upon signing in at the reception
- Allow staff to supervise, investigate and manage students without interference
- Never approach a child with regards to behaviour, as the school will deal with issues between students as part of the Behaviour Policy
- Discuss issues of concern through the correct procedures
- Sign in and out of the building as stated on Page 1
- Speak in a kind and friendly manner to all students
- Sign the confidentiality agreement below

Failure to comply with the above may result in any of the following;

- Volunteers will be directed to leave the school grounds
 - Future permission to support and work with children will be withdrawn
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Volunteers Working in School Agreement

Thank you for offering your services as a Volunteer at Star International School.

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

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

- I have received and read a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I have provided the school with a Good Conduct Certificate or other relevant documentation, if required
- I agree to treat information I learn from being a Volunteer in school as confidential

Name _____

Signed _____

Date _____

Prepared/Revised By: Mrs Gill Roberts	
Designation: Principal	
Signature:	Date: 03.01.2017

Approved and Authorised By: SLT	
Designation: SLT	
Signature:	Date: 05.01.2017