



Volunteer Policy

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Introduction

At BISAK, we recognise that volunteers offer a diverse, broad range of experiences and skills which can be drawn upon and developed to have a positive impact on a range of school activities. We want to make sure that a volunteer's time spent in school is productive and enjoyable. The deployment of any volunteer, whether for an hour or two, one day or for a number of sessions over a longer period, must take account of the needs of pupils and the staff to whom they are assigned. We have a duty to ensure that the welfare of pupils is promoted, and they are safeguarded from harm.

Aims

There are four main purposes to this policy:

- To enable the opportunities for pupils to be enriched both within the curriculum and the extended school.
- To establish expectations for both staff and volunteer helpers.
- To promote continuity and coherence across the school and promote community cohesion.
- To state the school's approaches to volunteer helpers in school, in order to promote volunteers and particularly parents and carers, understanding the curriculum.

Our volunteers

Our volunteers include:

- Members of the Governing Body.
- Parents of pupils.
- Pupils and Students on work experience.
- Former members of staff.
- Members of the local community.

The main contacts for a volunteer in both schools are:

- The Deputy Head Teacher – Senior school.
- The Assistant Deputy Head Teacher – Preparatory school.

Activities which volunteers are engaged in might include:

- School visits.
- Activities during lessons.
- Working with groups of children.
- Assisting practically during events in the school e.g. assemblies/school play.

Statutory guidance on the recruitment of a volunteer

The school will regard the UK's DfE statutory guidance. 'Safeguarding children and safer recruitment', which states that if a school seeking volunteers, has little or no recent knowledge of the individual, it should adopt the same recruitment measures as it would for paid staff.

In circumstances where a school approaches a parent volunteer who is well known to the school, a streamlined procedure can be adopted: background checks, references, conducting an informal interview to gauge the person's ability and aptitude.

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, e.g. hearing pupils read, usually approaches the Deputy/ Assistant Headteacher or answers an advert in the school newsletter. We advise that, unless it is a one-off event, parents should support in a class in which they do not have a child or relative.

Process for recruiting a volunteer who will be working regularly

- Volunteers complete the **Volunteer Application Form (Appendix 1)** with their contact details, types of activities in which they would like to help, and the times they are available to help.
- Volunteers read the **Volunteer Job Description (Appendix 2)** which provides them with information regarding their role and responsibilities within the school.
- Volunteers complete the **Volunteer Helper Agreement Form (Appendix 4)** and read the relevant policies which can be found on the website.
- The candidate attends the school for an informal discussion to ensure the applicant is suitable for the role.
- If appropriate, references should be sought where the volunteer arrangement will continue on a regular basis. **(Appendix 3)**
- Induction meeting – school policies, processes and copies of signed documentation will be explained and issued.
- Volunteer records are to be kept in a central place within the school.

Supervision

All volunteers work under the supervision of a teacher or full-time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers must have clear guidance from the designated supervisor as to how an activity is carried out / what the expected outcome of an activity is. In the event of any query / problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice / guidance from their designated supervisor.

The school will provide volunteer helpers with a **Volunteer Agreement (Appendix 4)** outlining their role and the boundaries around confidentiality. Volunteer helpers will not be asked to carry out duties which fall normally within the job description of a teacher's responsibility in loco parentis, or which fall normally within the job description of a teacher or learning assistant i.e. covering for absence. It is noted that the class teacher remains responsible for the organisation and processes within the class.

Welfare and Safety of Volunteers and Pupils

BISAK will ensure activities are planned properly and safely, and that volunteers are informed of these plans. We will ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report issues that may arise. All staff, visitors and volunteers are required to be identified and located at all times.

For this reason, the following process is adhered to:

- Sign in and out of the building and report to the appropriate office in the area they are volunteering in (Preparatory / Senior Office).
- Wear the visitor's badge at all times.
- Ensure the contact person is aware of where the volunteers are working at all times.
- For reasons of confidentiality, do not sit in the staffroom at break times.



School Regulations

Volunteers must be aware of the following school policies and procedures. These are all available on the BISAK website.

- Behaviour Policy.
- Anti-bullying Policy.
- Safeguarding Policy.
- Health and Safety Policy.
- Volunteer Policy.

Our School Aims

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 purposes.

Health and Safety

The school has a Health and 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. Evacuation) and about any safety aspects associated with particular tasks (e.g. using DT equipment / accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher or Deputy/Assistant Headteacher.

Absence

We expect volunteers to be present at all the agreed sessions. Volunteers are asked to inform the school, before 7.00am if they are unable to attend when expected. If volunteers are called away in the event of an emergency while volunteering, the class teacher/office should be informed before leaving the premises.

Confidentiality

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

Volunteers are reminded that all information on individual pupils and members of staff is confidential and that the sharing of data is protected under GDPR 2016. They are not permitted to discuss children's or staff member's issues with other professionals in school. Volunteers who break this confidentiality will be asked to leave.

Inclusion

BISAK recognises that there will be times when the school requests the support of a volunteer helper for whom particular arrangements are necessary. The school operates an inclusive policy, and all offers of help from volunteers will be considered on an equal basis. Offers of help will be accepted purely because they fit the needs identified for the specific group of pupils and enhance and support what is on offer at the school, both within – and in addition to – the curriculum.



Volunteer Placement

If volunteers are unhappy with the placement they are given, they can discuss with the Deputy/Assistant Headteacher.

Maintaining records of volunteers

A designated person in the school (Personnel and Deputy/Assistant Headteacher) should maintain Records of Volunteers. The school reserves the right to end the support from a volunteer without notice if there are any concerns.



Appendix 2: Job Description and Person Specification

JOB DESCRIPTION

Job Title:	Volunteer Learning Assistant
School/Service:	British International School Al Khobar
Reports to:	Deputy/Assistant Headteacher
Grade:	N/A
Location:	Main School Campus
Hours:	To be agreed

Job Purpose:
Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. It is vital that if you volunteer regularly that you commit to a regular day and time each week as our teachers plan for you and children look forward to you working with them.

Principal accountabilities:

- 1. Support for pupils**
 - Under the direction of the teacher, carry out pre-determined tasks and/or perform general classroom duties.
 - Establish and maintain supportive relationships with the individual pupils or small groups to ensure they understand and can achieve tasks.
 - Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- 2. Support for the curriculum**
 - Under the direction of the teacher, support the school curriculum, including literacy and numeracy tasks.
- 3. Support for the teacher**
 - Provide information to help the class teacher plan appropriate work programmes.
 - Help to prepare the learning environment for use.
 - Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, and displays.
 - Ensure that information relating to a pupil's safety is shared effectively and sensitively with the class teacher.
- 4. Support for the school**
 - Develop and maintain effective working relationships with staff.
 - Contribute to the maintenance of a safe and healthy environment.
 - Provide support for school events, e.g. school plays and events
 - Commit to promoting and safeguarding the welfare of all pupils.
 - Participate in training sessions or safety briefings relevant to your role in school.
 - Maintain confidentiality.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Appendix 3: Volunteer Reference Request

The British International School
Al Khobar
Kingdom of Saudi Arabia

Volunteer Reference Request

BISAK is an English Curriculum International School in the Eastern Province of the Kingdom of Saudi Arabia with approximately 1000 pupils aged 3-18 on roll and over 50 nationalities represented within the pupil population.

Volunteer Information	
Volunteer Full Name	
Position candidate applying for	Volunteer Position

Referee Contact Information	
Your Full Name	
Signature	
Job Title (if applicable)	
School/Organisation (if applicable)	
Address	
Email Address	
Phone Contact Number	

When completed please email to: Assistant Head Teacher of Preparatory School	Email: jackodam@bisak.org
Name: Jack Odam	Office Tel: +966 13 8317300



Reference Criteria	Yes	No	Please add comments to support your response
Are there any concerns in relation to the candidate's suitability to work with children?			
Are you aware of any current, pending or past disciplinary offences relating to this candidate?			
I would recommend the volunteer applicant to work at BISAK.			
Please provide any information relating to safeguarding concerns. (If applicable)			
Please confirm your relationship to the volunteer.			
How long and in what capacity have you known the volunteer?			

What are the volunteer's greatest strengths?	
Do you believe there is anything that we need to know about the applicant in relation to volunteering in school?	
Please comment about the applicant's attitude and interacting with adults and children.	

BISAK is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and an enhanced criminal record check.



Appendix 4: Volunteer Helper Agreement

The wellbeing of our pupils and staff are at the centre of our vision at BISAK.

As a volunteer helper, I agree to adhere to the following procedures and expectations when helping in school with class activities, preparing resources, when involved with a working party addressing a particular area of school life, when accompanying pupils on an outing, and at all times when I have direct contact with pupils and staff.

- I will agree to support the School’s aims.
- I will collect a visitor’s badge from the school office and sign the visitor’s book when entering the premises and on leaving.
- I respect the need for confidentiality when working with pupils. I will not disclose any information about pupils at BISAK.
- I understand that this confidentiality agreement also applies to my working with staff and our behaviour towards each other. I also agree to respect staff’s privacy, as I expect the school to respect mine. I will not take breaks in the staff room.
- I will be a role model at all times, following the school’s expectations as set out in the procedures below.
- I fully understand that if at any time I am in breach of this agreement, I will not be permitted to continue as a volunteer helper in school.
- I have been made aware of who my designated supervisor is e.g. Class Teacher.
- I have read, understand and will follow the documents listed below:
 - Behaviour Policy (website)
 - Anti-bullying Policy (website)
 - Safeguarding Policy (website)
 - Health and Safety Policy (website)
 - Volunteer Policy (website)

I understand that I am volunteering in the school and will therefore not receive any payment as a volunteer for my duties.

Please complete the following agreement:

Name in Full: _____

Signature of Volunteer

Signature of
Deputy/Assistant Headteacher

Date

Date

Code of Conduct for Volunteers

Volunteers are expected to maintain high standards of behaviour and conduct while involved in activities in school. The following is a guide to appropriate conduct while working in or on behalf of a school (including school visits, residential visits and out of school activities).

You should:

- Observe the high standards of behaviour and ethics conducted as mandated by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and be a positive role model.
- Adhere to all school policies.
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all pupils and members of staff equally.
- Report any incident of bad behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from your supervising staff member and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising staff member any potential hazard in the workplace.
- Make proper use of the resources of the school.
- Conduct your work in a co-operative manner.
- Turn your mobile phone off while you are on school premises.

As a volunteer you should never:

- Tell a pupil off. As a volunteer, you are not expected to discipline pupils. If there are any problems, tell the class teacher straight away and he or she will deal with the situation.
- Shout, hit, threaten or manhandle a pupil.
- Take photographs in school without the prior written permission of the Headteacher.
- Develop 'personal' relationships with pupils.
- Work with pupils when you are not in the proper physical or emotional state to do so. For example, under medication, which makes you drowsy, or under extreme stress, which may impair your judgement.
- Behave in an illegal, improper or unsafe manner. For example: smoking or drinking alcohol.
- Share your personal contact details with pupils or make personal arrangements to meet pupils outside school. This includes all social media, e.g. Facebook, Instagram etc.
- Behave in a manner which may bring the school into disrepute when representing the school.