

AFIA School Volunteers Policy

Al Faisal International Academy

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Policy Statement

At AFIA, we value the contributions of volunteers and believe that they play a vital role in supporting our students' learning and enhancing our school community. Volunteers bring diverse skills, experiences, and perspectives that enrich the educational environment and foster a positive, collaborative atmosphere.

Purpose:

The purpose of this policy is to outline the expectations and responsibilities for volunteers at AFIA and to ensure a safe, supportive, and effective volunteer experience for all involved.

Scope:

This policy applies to all volunteers engaged in activities within the school, including but not limited to classroom assistance, extracurricular support, field trips, and workshops etc.

Volunteer Expectations:

- Volunteers should demonstrate respect, professionalism, and integrity in their interactions with students, staff, and parents.
- Volunteers are expected to maintain confidentiality regarding student information and school matters.
- Volunteers should follow the guidelines set by the school and work under the supervision of designated staff members.
- Volunteers are encouraged to attend relevant training or orientation sessions to understand the school's policies, procedures, and safety protocols.

Student Safety:

- All volunteers must undergo background checks as required by law and school policy to ensure the safety and well-being of our students.
- Volunteers are expected to report any concerns regarding student safety, well-being, or misconduct to the school administration immediately.

Support and Communication:

- Volunteers will receive appropriate guidance and support from staff members to ensure that their involvement is meaningful and impactful.
- Open communication between volunteers, teachers, and the school community is essential for ensuring a successful volunteer experience.

Who is a volunteer?

A volunteer is any person who carries out any activity in the school on an unpaid basis.

Volunteers can be Parents or Carers. Grandparents and other people from the community who may wish to be involved.

Volunteers may help in School on a regular basis or may have a specific skill, knowledge or interest, which can be called upon intermittently.

Voluntary work activities may include –

- Assisting pupils with set tasks e.g. reading a story.
- Assisting with supervision on educational visits.
- Assisting in school co-curricular activities
- Accompanying out-of-school activities such as football matches, evening performances of school plays.
- Fund raising and self-help projects.
- Workshops and information sessions

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Selection:

Anyone who wishes to be a volunteer can be considered, providing they can fulfil all the Safeguarding Children requirements. Selection of volunteers will be done by the SLT according to need, who will assign Voluntary helpers to a member or members of staff, who will oversee the activities they do.

Safeguarding training.

All volunteers must ensure they are aware of the school's safeguarding duties, how to spots signs and symptoms of abuse, how to report it, and safer working practices. All volunteers must read the school's Safeguarding Policy and volunteers must also sign the code of conduct for adults. Volunteers are given clear guidance on safeguarding children, child protection, and their conduct whilst in school. No voluntary helper should ever be left in a vulnerable position, i.e. never with a child in a place/situation where they cannot be observed.

Volunteers Tasks:

Volunteers Tasks should not be asked to tackle tasks beyond their scope. If necessary, advice and support should be offered to enable the volunteer to feel comfortable with the tasks. School staff assigned with the volunteer should always explain the learning objectives and expected outcomes of the children so that helpers feel confident about what they are doing.

Confidentiality:

Volunteers are asked to treat any information, views or opinions they have received whilst in school as confidential. However, staff should be sensitive to the need for strict confidentiality in some matters and if necessary, some conversations should only take place in the Head's Office.

All volunteers are asked to 'sign in' and 'sign out' of the school.

Volunteer Code of Conduct:

Examples of Acceptable Behaviour

- People behave acceptably when they:
- Afford dignity, trust and respect for everyone and themselves.
- Have awareness of the effects of their behaviour on others and only make reasonable and manageable demands.
- Communicate honestly and openly, clearly stating what they need and expect of others; Provide and are receptive to honest feedback based on evidence.
- Challenge discriminatory language and behaviour in an appropriate way.

Examples of Unacceptable Behaviour:

- Using aggressive language, threatening, ridiculing, ignoring people or repeatedly shouting.
- Focusing only on weaknesses.
- Bringing up details of someone's private life inappropriately.
- Criticizing people or maliciously gossiping about them in their absence.
- Ridiculing or demeaning someone – picking on them or setting them up to fail.
- Comments or jokes, about distinctive peoples and nationalities.
- comments about aspects of physical appearance or using forms of address that are demeaning.
- Excluding or marginalising someone or refusing to engage with them appropriately.
- Any comments, or statements that are inappropriate according to the culture and laws of the

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State of Qatar.

This list is not exhaustive. It is simply a guide to help individuals consider their own and others behaviour and gain understanding of what behaviors are unacceptable in the workplace.

Volunteer Declaration:

1. I have read and understood the volunteer policy and code of conduct.
2. I have read and understood the Safeguarding and Child Protection Policy.
3. I have read and understood this policy, including the code of conduct for volunteers.
4. I have read and understood the Health and Safety policy.
5. I agree to let the school know if I receive a caution, any criminal or civil charge or I am under investigation/ assessment from a children's service (e.g. from Social Services).

Name:	Date:
Signature:	