



VOLUNTEER POLICY

HR12

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Head of Human Resources

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AIMS

Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce and school community.

Doha College believes that volunteers contribute to the school's work and enrich the school through the breadth of their knowledge and experience.

Doha College is committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The volunteer policy aims to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement, and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Doha College has established a policy in support of parents (and other adults) wishing to work as volunteers at Doha College. There are two main ways of helping:

1. Occasional support, e.g. at sports events or Doha College trips. These are individual events; generally, parents/volunteers commit themselves to one or two occasions.
2. Regular support. This is when parents or helpers offer regular weekly support to the college for a period of time. Usually, the commitment will be for a term and will consist of one or two timetabled weekly sessions.

Volunteers at the College bring with them a range of skills and experiences that can enhance pupils' learning opportunities. We welcome and encourage volunteers from the local community.

Our volunteers may include:

- Members of the Governing Body
- Parents of pupils

- Ex-Pupils
- Students on work experience
- University students
- Ex-members of staff
- Friends of the school

The type of activities that volunteers engage in, on behalf of the school include;

- Hearing pupils read
- Working with small groups of pupils to assist with learning
- Supporting special day activities e.g., 'Green Day'
- Assisting with art/craft/cooking/drama/sport/DT activities
- Assisting in the library
- Leading/supporting an ECA
- PCGE/ staff training exchanges

All adults/young people who work in our setting, whether a paid member of staff, or a volunteer, are expected to work and behave in accordance with the visitor and volunteer code of conduct.

HOW TO APPLY TO VOLUNTEER

Before you can volunteer the attached documentation must be completed and submitted to the HR department at Doha College.

Volunteering can take many forms, and we appreciate the help our volunteers give us to support the work of Doha College.

To volunteer please contact your class teacher in the first instance.

The points of contact for volunteers are as follows:

- The class teacher/member of staff you work with
- The Head of School
- HR

It is essential for Doha College security and fire regulations that all staff, visitors and volunteers to Doha College can be identified and located at all times and we ask you to follow the simple routine of:

- Signing in and out when coming into and leaving the premises
- Wearing the visitor badge and lanyard at all times

Appointment of volunteers

Volunteers are appointed by HR.

Appointment and induction of new volunteers can take up to 6 weeks and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate), a police check and other appropriate safeguarding and recruitment checks, and relevant training.

The Principal reserves the right to terminate a placement at any time.

SAFEGUARDING

All volunteers must undertake the relevant safeguarding training provided by Doha College.

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

Conduct police checks on volunteers who:

- Work 1-on-1 with pupils unsupervised
- Work with groups of pupils unsupervised
- Supervise or accompany groups of pupils on overnight residential visits

Consider the results of any DBS checks/police checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in.

Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education.

Require volunteers to agree and adhere to our code of conduct and to read, and adhere to, the school's policies on:

- Safeguarding
- Staff internet acceptable use
- Behaviour

All volunteers will be added to the school's single central register.

CONFIDENTIALITY

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents, or staff with those outside the school.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy and inform the designated safeguarding lead.

If concerns are related to whistleblowing, volunteers must follow the guidance in our whistle-blowing policy.

CONDUCT OF VOLUNTEERS

Volunteers must comply with the volunteer's code of conduct.

SUPERVISION

All volunteers work under the supervision of a teacher or a full-time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the behaviour and the activity undertaken.

Volunteers should 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 problem/query regarding the pupil's understanding of a task, their behaviour or welfare, volunteers should seek immediate advice/guidance from their designated supervisor.

GUIDELINES FOR STAFF

The following points should be followed so that all volunteers are aware of their role and Doha College can make maximum benefit of their help for the pupils.

Voluntary helpers are given a copy of the College's guidelines for such helpers, this includes notes about confidentiality and references to the behaviour policy. A record is kept of volunteers who have received the guidelines, so that we know if people have received a copy in the past.

A register of voluntary helpers is kept in the office. In this way we can keep track of guidelines etc. It is very important that all staff inform the office of any "new" helper.

All volunteers should be reminded to sign in and out of College, and to wear a visitors' badge and lanyard for the duration of their visit.

Make sure that you take time to explain the learning objectives and outcomes so that volunteers feel confident about what they are doing.

Don't ask volunteers to do things they are not happy with. Some parents prefer to help with practical tasks while others do not.

If you have a concern about a volunteer (not relating to Safeguarding or Child Protection), in the first instance a quiet word may resolve the issue - usually it is just a case of not knowing. For more serious issues teachers should inform the EDSL.

APPENDIX 1 VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEERS

VOLUNTEER HELPERS IN DOHA COLLEGE

Name:

Address:

Telephone Number/s:

E-Mail Address:

Qatar ID Number:

Please submit a passport sized photograph

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

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

Do you have any disabilities/other needs we need to take into account or adjustments we need to make in order to allow you to work as a volunteer?

Thank you for taking the time to complete this Volunteer Application Form.

Please hand it to the school office, marked for the attention of the Head of HR.

Your offer of help is greatly appreciated, and we will be in touch as soon as possible.

APPENDIX 2 VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.

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 in at school to the HR department. It will be stored with HR along with other relevant documents such as police checks, qualifications and safeguarding certificate as requested.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy.
- I have a copy of the 'Quick reference for visitors, volunteers and supply teachers on safeguarding children'
- I agree to support the School's Aims.
- I agree to treat information obtained from being a Volunteer in School as Strictly Confidential.
- I have been made aware of who is my designated supervisor e.g., Class Teacher, Year Teacher, Head of Department.

Signed:

Name:

Date:

DOHA COLLEGE

Accredited by



About Doha College

Vision

To enable personal growth, instil a passion for learning and create aspirational minds.

Mission

With the growth-mindset philosophy of High Performance Learning, we develop confidence, creativity and intellectual curiosity in a safe, caring and inclusive environment for our students to make a lasting contribution to global society.

Core Values

Excellence and diligence
Respect and Integrity
Commitment and Accountability
Perseverance and Honesty
Fun and Enjoyment
Challenge and reward

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