




Title : **Procedure for Managing Volunteers
at Dukhan English School**

Status : **Current**

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Department	Prepared by	Reviewed by	Approved by
QatarEnergy Schools			
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“Our vision is for our students to be high achieving, healthy and happy individuals, well prepared to take their place as global citizens and leaders of the future.

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FOREWORD

This document has been developed by the Education Section (VHE) of the Human Capital Directorate (VH) and circulated for review by stakeholders before endorsement for use by the Executive Vice President (EVP) for Human Capital.

This document is published for use by the Education Section of the Human Capital Directorate. This guideline procedure provides support and guidance for implementation of the Policy for Management of Volunteers in QatarEnergy Schools which in turn is aligned with the QatarEnergy Values.

This document in its present form reflects, as far as possible, the current corporate requirements.

This document is subjected to periodic review to re-affirm its adequacy or to conform to any changes in the corporate requirements or to include new developments on its subject matter.

All comments/views, recommendations etc. regarding this document should be forwarded to the Head, Education Section.

1. PURPOSE

- 1.1 QatarEnergy acknowledges the important role of volunteers in QatarEnergy schools and how the range of skills and experience volunteers bring can enhance learning opportunities for all students. The purpose of this document is to outline the procedures that need to be in place so that volunteers can provide support whilst ensuring the safety of students is prioritised.
- 1.2 This procedural document is also aimed at ensuring volunteers have clarity around expectations and that no volunteer is placed in a situation that could compromise either the safety or wellbeing of themselves or students.

2. SCOPE

- 2.1 This procedure guidance applies to all volunteers at QatarEnergy schools, this includes parents, family members, alumni and any volunteer who has contact with students. **Any volunteer having contact with students must be supervised at all times by a member of the school teaching staff.**
- 2.2 This guidance refers primarily to volunteers who are supporting learning and social development of students. As stated, volunteers must at all times be under the supervision of teaching staff and not have contact with students on an individual basis, any 1-1 contact situations must be avoided.
- 2.3 Volunteers should not be asked to support students for residential activities, as appropriate background checks would need to be in place. Volunteers accompanying students on any day visits off school site, such as school trips need to comply with this procedure as outlined in 2.4.
- 2.4 If the volunteer is to be in school on a 'one-off' basis, such as helping with a school event or trip, the procedure outlined in section 4 does not apply, however all volunteers need to be reminded about not being left alone or unsupervised with children.

3. DEFINITIONS

3.1

QatarEnergy Schools	Dukhan English School, Mesaieed International School
VH	Executive Vice President Human Capital QatarEnergy
Senior Leaders	Members of the Senior Management Team of QatarEnergy schools
Head of School	Head of a QatarEnergy Primary or Secondary School
Principal	Principal of a QatarEnergy school
Volunteer	As defined by The Police Act 1997 (Criminal Records) Regulations 2002 (UK) <i>‘A person engaged in an activity, which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.’</i>

4. PROCEDURE

- 4.1 If the volunteer is known to the school, the Head of School or a Senior Leader must conduct an informal interview to gauge aptitude and suitability as well as informing the volunteer of safeguarding arrangements and other relevant school procedures.
- 4.2 Schools need to ensure that volunteer's specific roles are clearly identified and that volunteers are made aware of all relevant policy, particularly health and safety and safeguarding arrangements. Volunteers also need to be made aware of the code of practice concerning confidentiality, behaviour expectations and dress code.
- 4.3 If a volunteer is new to the role, then the school should seek two character references, these can be provided by neighbours, business acquaintances, family friends, teachers, other professionals etc. These can include QatarEnergy staff from schools other than the intended host school, references from family members are not acceptable.
- 4.4 Volunteers may be asked to attend relevant training prior to commencing the role, the school needs to consider the activity to be undertaken and to provide training as appropriate.
- 4.5 Prior to commencing the role the volunteer be asked to complete and sign the QatarEnergy Volunteer Agreement (Appendix i)
- 4.6 Volunteers be provided with a copy of the QatarEnergy guidance on working with students (Appendix ii)

5. APPENDICES

Appendix i

QatarEnergy Volunteer Agreement

Thank you for offering your services as a volunteer at a QatarEnergy 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 and hand it in at school prior to commencing your role. You will receive a copy of it for your records.

I have received a copy of the QatarEnergy Volunteer Policy
I am aware of the QatarEnergy Child Protection and Safeguarding Policy
I know who the designated safeguarding member of staff is in school
I agree to support the guiding principles of the school
I agree to treat information I learn from being a volunteer in school as confidential
I confirm that there are no reasons why I am unsuitable to work with children

Signed: _____

Name: _____ Date: _____

Thank you for supporting the health, safety and wellbeing of our students. We value your input and trust you have an enjoyable time in our school.

Appendix ii

QatarEnergy Guidelines for working with students

Confidentiality

It is very important that all staff, volunteers and other adults working in the school are aware of the policy around confidentiality. A volunteer may observe students struggling with set tasks, be upset, display poor behaviour or have access to other information concerning a student whilst in school. Volunteers must not share any of this information apart from with the appropriate member of staff.

Supervision

All volunteers in class work under the supervision of a member of staff. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the teacher in the event of any query/problem regarding children's understanding of a task or behaviour.

Support

Encourage students to be independent – we expect students to try everything themselves before help is offered

Support all students in class, unless directed otherwise by the class teacher

Be aware of students' body space and avoid physical contact with students unless it is to aid the safety and welfare of the student.

Seek help and advice when confronted with any situation of which you are unsure or unable to handle

Inform the class teacher or relevant member of staff if a student does or tells you anything that causes concern

Follow the procedures and practices of the school. If you are unsure or disagree seek support from the class teacher or senior member of staff.

Health and safety

Sign in at the school office immediately on arrival and sign out before leaving

Always wear the visitor identification as provided by the school whilst on the school site

Ensure you are aware of the emergency/evacuation procedures and assist with these procedures if required

Dress appropriately for the nature of the activity being undertaken, this in line with the dress code expectations for the school

Communication and eSafety

Do not disclose any information about the school to any external source, including the media, refer any issues to the school principal

Do not take any photographs or video/audio recordings whilst in school
Do not use social media communicate about the school or post any pictures of students except your own child