

Policy on volunteering

@ Saturday Islamic School (SIS)



Introduction

Volunteers at SIS bring with them a range of skills and experience that can enhance the learning opportunities of pupils at our school. We welcome and encourage volunteers from the local community, and particularly ex-students of SIS.

Our Volunteers include:

- Members of the governing body
- Parents of pupils
- Ex-pupils and ex-members of staff

The types of activities that Volunteers are engaged include:

- Providing support to teaching and learning by working alongside a member of staff
- Working with small groups of pupil with the supervision of member of staff
- Providing administrative and other non-class based support
- Providing support with special events e.g. enrolment, mid-year reports and annual fun day

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, should complete the request form (appendix 1) and return to admin@saturdayislamicsschool.co.uk

Each request is assessment and approved on its merits. Before starting to help in school, volunteers are provided with a short induction which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy. They may be asked to spend a day at one of the branches as part of this induction. Volunteers will not normally have the option of choosing which branch in which they volunteer as allocation will be based on the school's needs. However, they will be asked for their preference.

SIS Values

All adults who contribute to SIS, whether a paid member of staff or a volunteer, are expected to actively promote the SIS values. SIS has six values captured in the acronym SALAM as below:

1. Smiling and being respectful
2. Always trying and doing our best
3. Learning to read and write
4. Ambitious in this life and in the next
5. Mindful and honest

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the Classteacher and not with the parents of the child/persons outside school. Comments regarding pupils' 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 branch in-charge or the headteacher. If they have a concern relating to the welfare or the well-being of a child then it must be discussed with the branch in-charge. Such issues must not be discussed with other staff members and/or other volunteers.

Supervision

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

Health & Safety

Volunteers must have due regards to health and safety at all times. Classteachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular tasks. Volunteers need to exercise due care and attention, and report any obvious hazards or concerns to the Classteacher or branch in-charge.

Safeguarding & Child Protection

SIS is committed to safeguarding and promoting the welfare of children and expects all staff/volunteers to share this commitment. All offers of volunteering are subject to suitability checks which may include an enhanced DBS disclosure and other checks.

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- all volunteers are given a copy of this policy;
- volunteers must have been cleared by the Data Barring Service (DBS) if required. A certificate is issued to the individual to produce in school;
- where a volunteer is engaged in a 'one-off' activity are not always subjected to formal checks. These volunteers, who are under constant supervision of school staff, are provided with relevant guidance before being engaged in the assigned task(s).

Professional Conduct and Time Keeping

Volunteers will be subjected to the same level of expectations in terms of professionalism and time-keeping as is the case with staff members. Three consecutive lateness will automatically results in the dismissal of the volunteer.

Volunteers will need to commit for at least one full term. Two unauthorized absences during a term will also result in an automatic dismissal.

Complaints Procedure

Any complaints made about a volunteer will be referred to the branch in-charge for investigation. Any complaints made by a volunteer will be investigated by the branch in-charge.

The branch in-charge reserves the right to take the following action:

- speak with a volunteer about a breach of the school policy and seek reassurance that this will not happen again;
- offer an alternative placement for a volunteer, e.g. helping with another activity or in another Class, and;
- inform the volunteer that the school no longer wishes to use them.

Monitoring and Review

This policy has been approved by the governing body and will be reviewed as required and updated in the light of new guidance from either the DfE or the Local Authority.

A request to volunteer – must be fully completed for the request to be considered



Personal details

Full name		Date of birth		Gender M F
Address			Postcode	
email			Telephone	
DBS or CRB Number If you already have one		Date when it was done and by whom		

Date when you can start		Date when you need to stop	
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Please state your preference for the branches (1= first choice; 2 = second choice; 3 = third choice)

Bow School	<input type="checkbox"/>	Bethnal Green	<input type="checkbox"/>	St Paul's Way	<input type="checkbox"/>	LMC	<input type="checkbox"/>	Stepney Green	<input type="checkbox"/>
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Give full name, address and contact details of your current employer or place of study. Briefly mention what you do.

Are there any particular reasons for which you want to volunteer at SIS?

Do you have any disabilities/other needs we need to take into account?

Thank you for taking the time to make this request.

Volunteer agreement



SIS volunteers must follow this code of conduct

All volunteers at SIS are expected to interact with courtesy and respect in accordance with the values and teachings of Islam. In particular, volunteers must

- always act as good role models for the children at all time, particularly when things are difficult. Volunteers must use constructive language and avoid 'street language' or the use of 'peer language'. All interactions must be in the English language;
- mobile telephone or other devices must be switched off and put away;
- treat children with respect and care – in words and in action. Volunteers must not threaten children verbally or use any physical force for restraints;
- maintain regular attendance and good punctuality, and;
- follow SIS policies and guidelines at all times, and when required seek information from the branch in-charges.

Confidentiality

Volunteers in school are bound by our code of confidentiality. Any concerns that volunteers have about the children they come into contact with should be voiced with the classteacher and NOT with the parent of the child or persons outside school. If it is a comment, which a child makes, which gives rise to child protection concerns speak to the branch in-charge.

Supervision

All volunteers work under the supervision of the classteacher to whom they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Dress Code

SIS does not have a particular dress code and staff are free to dress following the Islamic guidelines. However, all staff and volunteers must keep their face uncovered when teach/ in classroom. Staff and volunteers must not wear footwear that could cause accidents to self or others.

Name		Mobile	
Home Tel		Work Tel	
Address			
Email			
Next of Kin	Name: Contact number: Relationship to you:		

Start of volunteering	
Hours of volunteering	
Teacher in-charge	

Thank you for offering your services as a volunteer at SIS. Your offer of volunteering is greatly appreciated and we hope that you will gain much from the experience.

This AGREEMENT is made between SIS and	(Name of volunteer)
Signature of volunteer:	Date: