

These are our detailed policy and agreement documents regarding volunteers at Azhar Academy Girls School. These documents are written to provide overall guidance and direction to staff and volunteers engaged in volunteering at Azhar Academy Girls School. This policy and relevant documents do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The school reserves the exclusive right to change this policy at any time and to expect adherence to the changed policy. Changes to or exceptions from this policy may only be granted by the head teacher, in consultation with the director, and must be obtained in advance and in writing.

Definition of ‘Volunteer’

A “volunteer” is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the school. A “volunteer” must be officially accepted and enrolled by the school prior to performance of the task. Unless specifically stated, volunteers shall not be considered as “employees” of the school.

Mandatory Service

Our school also accepts as volunteers those participating in teaching placements, work experience, students enrolled in other related courses, and other volunteer referral programs. In each of these cases, however, a written agreement must be in effect with the organization, college, university, school or program from whom these volunteers originate, and this agreement must identify responsibility for the management and care of the volunteers.

Service at the Discretion of the School

Our school accepts the service of all volunteers with the understanding that such service is at the sole discretion of the school and there are sufficient places available, at the discretion of the head teacher. Volunteers agree that the school may at any time, for whatever reason, decide to terminate the volunteer’s relationship with the school. The volunteer may at any time, for whatever reason, decide to sever the volunteer’s relationship with the school. Notice of such a decision should be communicated as soon as possible to the head teacher.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, student, or other person or involves overall school business. Failure to maintain confidentiality may result in termination of the volunteer’s relationship with the school or other corrective action.

Screening/Reference Checks and CRB Checks

For some tasks, volunteers must submit samples of work and professional references. If such is required, it will be outlined in the task description. Prior to beginning work in the school all

volunteers are required to have a List 99 check. This will be done by the headteacher or deputy head and usually takes up to 48 hours. Once we receive this clearance, the volunteer will be required to apply for an Enhanced CRB Disclosure, if they don't already have it. Trainee teachers will already have a valid CRB Disclosure as this is usually provided by the institution sending the students. All volunteers must fill in the Volunteer Application and sign the Volunteer Agreement.

Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the school or who fail to satisfactorily perform their volunteer duties are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of school materials, abuse or mistreatment of children, staff or other volunteers, failure to abide by school policies and procedures, and failure to satisfactorily perform assigned duties.

References

If a volunteer later requires a reference they should firstly contact the school to agree a reference and secondly provide the school with a log of the work they undertook in the school, signed by the supervising teacher. Log forms are available on request.



General Information for Volunteers

At Azhar Academy Girls School, we welcome all volunteers such as parent helpers, adults from the local community and people from organizations such as schools, colleges and universities. A “volunteer” is anyone who carries out a task on behalf of the school without payment.

Before accepting a volunteer we request that an application form is filled in and a List 99 check and a CRB check is carried out. Once accepted, a volunteer agreement form is completed and signed by the school and the volunteer, which includes details of our commitment to the volunteer and their commitment to the school.

If the volunteer is likely to need a reference in the future, we request that he/she completes a log of the activities they have undertaken which should be signed by the supervising teacher.

Volunteers are responsible for maintaining the confidentiality of all information to which they may be exposed.

The school reserves the right to terminate the volunteer agreement at any time if deemed necessary, for reasons such as the mistreatment of children, staff or other volunteers; breach of confidentiality; or failure to carry out tasks satisfactorily.

A more detailed Volunteer Policy is available from Mrs Rabia Maqsood at the school office on request.



Volunteer Agreement

The Organisation

We **Azhar Academy Girls School** agree to accept the services of beginning on and commit to the following:

1. To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of their job.
2. To ensure the satisfactory support to the volunteer and to provide feedback on performance.
3. To respect the skills, dignity, and individual needs of the volunteer and to do our best to adjust to there individual requirements.
4. To be receptive to any comment from the volunteer regarding ways in which we might naturally better accomplish our respective tasks.
5. To treat the volunteer as an equal partner with the organisation's staff, jointly responsible for completion of the organisation's goals and the fulfillment of its mission.

The Volunteer

I agree to serve as a volunteer and commit to the following:

1. To perform my volunteer duties to the best of my ability
2. To adhere to the school's policies, rules and procedures, including any record keeping requirements and the confidentiality of school, staff and student information
3. To meet time and duty commitments* except in exceptional circumstances, or to provide adequate notice so that alternative arrangements can be made

*Agreed Volunteer hours are:

.....

Agreed and signed by:

Volunteer

Azhar Academy Girls School

This agreement is binding in honour only and is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party.



Volunteer Application Form

AAGS Volunteer Agreement is intended to indicate the seriousness with which we treat our volunteers. The intent of this agreement is to assure you of our deep appreciation of your services and to indicate to you our commitment to make your experience rewarding and productive.

Personal Details

Full name:	
Date of Birth:	
Full address:	
Postcode:	
Email:	
Mobile Tel. No.:	
Home Tel. No.:	

Other details *(please tick as appropriate)*

- I am able to commit to hrs per week during the school year to work in a classroom under the supervision of the class teacher.
- I am able to commit to hrs per week during the school year to work in the AAGS under the supervision of the headteacher.
- I wish to volunteer during break/lunch times and for PE duties.
- I wish to volunteer in supervising before school or in the after school club.
- I wish to volunteer in the school office.
- I wish to volunteer in school trips.
- I am a trainee teacher or other student and am required to complete a mandatory placement of days, beginning on
- I wish to volunteer in another way *(please specify)*

Preferences

Days: Monday Tuesday Wednesday Thursday Friday

Time: Mornings: from to

Afternoons: from to

Qualifications (if any)

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.....

Previous Experience/Placements (if any)

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.....

Reasons for volunteering in our school

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.....

In case of an emergency, whom should we call? (Name, phone)

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AAGS is bound by law to conduct a 'List 99' check on all volunteers who have supervised contact with children prior to applying for an Enhanced CRB Disclosure. You are entitled to receive a copy of a 'List 99' report, if you request it, or if the school system modifies your volunteer status as a result.

Signature

Date

Your signature on this form gives the school consent to provide your name and date of birth to our registered Safeguarding Checks Agency in order to carry out a 'List 99' check.



Confidentiality Agreement

- I will not discuss personal details of any member of staff, pupil, parent or volunteer with other staff, volunteers, parents and pupils.
- I will not disclose any information from the school database, staff meetings and memoranda regarding school financing, personal details, internal/external transactions as well as any other incidents outlined by management.
- I will not discuss confidential pupil details with other pupils, parents, volunteers and staff except as outlined in the school's Child Protection policy.
- I will inform management of any breaches of the above in order to protect the school, its staff and pupils.
- I will completely abide by the school's Confidentiality Policy.

I, the undersigned, agree to uphold the above agreement. I understand that failure to comply with this agreement may lead to disciplinary action to the full extent of the law, including immediate termination of volunteer agreement.

Name of volunteer: _____

Signature: _____

Date: _____



Volunteer Work Log

If, at any point in the future, you need to ask for a reference we ask that you return this completed form. It should be filled in by you and signed by the teacher you worked with.

Name

Date of Birth

Date work began

Duration of placement/time spent in school

Hours per week

Class

Year Group

Supervising Teachers name

Details of work undertaken

Supervising Teacher Name

Supervising Teacher Signature Date