



Whole School Volunteers in School Policy 03.002_1

Standardized Cover Page of Internal policy

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A school where people want to be

Whole School Volunteers in School Policy

Rationale

At The Prague British School, we believe that the school benefits from the support, expertise and involvement of volunteers. Volunteers bring a range of talents and skills that enhance the learning opportunities of pupils at our school.

There is a separate policy for regular visiting agencies such as Music School, karate etc.

Volunteers may include the following:

- Parents of pupils
- Students on work experience
- Students from the CAS programme
- Members of the local community
- Visiting performers or authors.

The Role of Volunteers

Volunteers will function in a supportive role and under the direct guidance of a teacher in consultation with the Head of School. This may take a variety of forms e.g.

- Listening to children read
- Accompanying a class trip
- Helping with a class party or school function
- Taking a group for an art project
- Organising a social function
- Presenting a topic to students

Selection of Volunteers

It is the responsibility of the Head of School to ensure that the volunteer is suitable for the role they intend to take. They may have volunteered directly or been approached by a member of staff and asked if they are interested in helping. Preferably they should be well known by the school or been recommended by a member of staff or other school. The Head of School should discuss the schools expectations on their first visit (see below).

Expectations

It is expected that all volunteers will

- Dress appropriately for the school environment or the activity involved.
- Be a positive role model for the children at all times.
- Be expected to agree dates and times that they will help and be reliable and punctual.
- Be aware of the need to respect confidentiality and not discuss pupils or staff outside of school.
- Refer any behaviour or discipline problems to the teacher in charge.
- Be aware of the Health and Safety Policy in school.
- Not be permitted access to personal or confidential information.
- Have any ticket expenses (in the case of an out of school visit) covered by the school.
- Follow internal security rules and regulations.
- Follow operational rules of each site.

The role of staff

- Staff should always be aware of what is going on and be in a position to monitor the success of the role of the volunteer.
- Staff should ensure that the Head of School is informed in advance of any volunteer and the nature of his/ her help.
- All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.
- Staff should ensure that the volunteer is fully informed of all they need to know (including access to any materials) so that the lesson / performance is as successful as possible.

Child Protection

- Visitors/ volunteers should not be left with a child or children out of sight of a member of staff unless the school has an up to date copy of the person's Criminal Record Check.
- Staff must ensure that no school age student (including CAS) or volunteer is left unsupervised with children.

Health and safety

Any Health and Safety issues should have been discussed in advance and it is the responsibility of the teacher to ensure they are adhered to e.g. on a school trip a parent knows the procedure for an 'accident' or 'lost child'.

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Standardized Acknowledgment list of Internal Policy by the Board *Standardizované prohlášení o Vnitřním předpisu „Boardem“*

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Standardized Acknowledgment list of Internal Policy by the Board of Directors

Standardizované prohlášení o Vnitřním předpisu „Boardem“

The member of the Board of Directors accepts and by signature acknowledges enactment of Internal Policy name: **Whole School Volunteers in School Policy**
Number: **03.002_1**




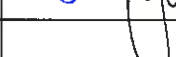

I, a member of the Board of Directors declare that I am familiar with the Internal Policy, and I will inform managers and employees in my line of management about its existence and /or update.

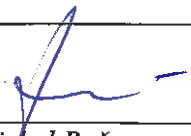
Členové „Boardu“ **PŘIJÍMAJÍ** a svým podpisem **STVRZUJÍ** platnost vnitřního předpisu.

Název: **Whole School Volunteers in School Policy**

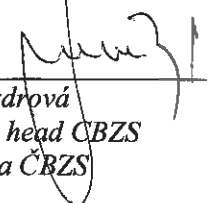
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Zároveň **PROHLAŠUJI**, jako člen „Boardu“, že jsem se s vnitřním předpisem seznámil/a, a budu o jeho vzniku a/nebo aktualizaci informovat jednotlivé manažery a zaměstnance, kteří jsou v mé kompetenci a zodpovědnosti.

School/Department Škola / Oddělení	Name and Surname Jméno a Příjmení	Signature/ Podpis	Date /Datum
Finance, ICT, HR	Michal Bočan		11/12/2014
Head of Primary Schools	John Bagust		11/12/2014
Head of Senior School	Tim Roberts		11/12/2014
Marketing, Admission	Fraser Litster		11/12/2014
Sourcing and Services, Office	Lenka Bizdrová		11/12/2014


Ing. Michal Bočan
Managing Director_Executive head
Výkonný ředitel/Jednatel

Date/Datum: 11/12/2014


Lenka Bizdrová
Executive head CBZS
Jednatelka ČBZS