

Volunteer Policy

1. Introduction

Al-Islamia recognises the immense benefits that volunteers bring to the school. In return, we provide volunteers with opportunities to share their skills in a new environment and undertake meaningful experiences while supporting pupils and staff.

2. Status of Volunteers

- A volunteer is not an employee and does not have a contract of employment with the school.
- Volunteers must follow all school procedures to ensure consistency, safety, and high standards of care and education.
- Volunteers will be supervised at all times while working within the school.

3. Recruitment, Safeguarding & DBS Checks

- All volunteers must complete an application form and provide two written references.
- An Enhanced Disclosure and Barring Service (DBS) check is required before any volunteer begins their role.
- Volunteers must complete an induction process covering safeguarding, confidentiality, and school expectations.

4. Training and Support

- Volunteers will receive training and/or support relevant to their role.
- This includes essential training in safeguarding, child protection, paediatric first aid (where applicable), and health and safety.
- Volunteers will be assigned a designated SLT member for guidance throughout their time at the school.

5. Roles and Expectations

Volunteers may support the school in various areas, including:

- Classroom assistance under teacher supervision.
- Supporting extracurricular activities.
- Assisting on school trips (in line with the Educational Visits Policy).

We promote **IKHLAS**:

Inspiration – **Knowledge** – **Healthy Living** – **Leadership** – **Aspiration** – **Spirituality**

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6. Policies and Procedures

- Volunteers are expected to adhere to all school policies and procedures.
- As part of the induction process, volunteers will receive a copy of the volunteering policy and confidentiality agreement, which they must sign and return.
- Volunteers will be provided with access to key policies, including:
 - Safeguarding & Child Protection
 - Health and Safety
 - Promoting Positive Behaviour

7. Confidentiality

- Volunteers must not disclose any information about the school, staff, children, or families.
- They are expected to follow the school's confidentiality policy and procedures at all times.

8. Induction & Support

Upon commencing their voluntary role, volunteers will receive:

- General information about the school.
- A volunteer induction pack containing key documents and policies.
- Ongoing support from the designated SLT member, Mehroon Adadavi, who will oversee volunteer induction and provide guidance throughout their time in the school.

9. Review and Monitoring

- The SLT will review volunteer engagement annually.
- Any concerns about volunteer conduct or performance will be addressed in line with the school's procedures.