

Paradis International College	Doc. Ref. :
	Date of Last Review: 2024
	Date of Next Review: 2027
Volunteers Policy	

<p>Disclaimer</p> <p>This document is intended solely for the internal use of Paradis International College. As it is confidential and proprietary to Paradis International College, third parties are not entitled to rely on it in any manner. The present document has been issued in English.</p>
--

	AUTHORS	APPROVED BY
Name	LAVINIA GUȘU Reviewed by: IULIA MOISII	OANA ALBU
Title	Teacher	Director of College

A. Aim

This policy has the purpose of establishing the processes that Paradis International College will follow to recruit, screen, supervise and manage volunteers, ensuring a child safe environment and outlining the legal rights of volunteers.

B. Definitions

A volunteer is a person who voluntarily engages in voluntary work activities, such as school work or approved community work, without payment or reward.

A volunteer is not an employee of the school and will not be bound by a contract. The volunteer and our institution will mutually agree on the role that the volunteer will have, the duration of the volunteering activity and the expected outcome.

However, the volunteer has the right to refuse to fulfill the role, or stop doing so, and the school also has the right to stop providing the said role and cease the collaboration at any point.

Volunteers may include, but are not limited to:

- Pupils and ex-pupils
- Parents of pupils, carers, guardians, elder siblings or grandparents of pupils
- Students on work experience
- University students
- Friends of the school

Voluntary work activities may include, but are not limited to:

- Assisting younger pupils with set tasks
- Fund-raising and charity projects
- Self-help projects

C. Policy Statement

Paradis International College is committed to implementing and upholding practices that ensure the safety and wellbeing of children and our staff and volunteers. We highly value the important role of volunteers and recognise their significant contribution to our school community.

The following procedures set out below are designed to ensure that at Paradis International College volunteers are suitable to work with children and are well-positioned to contribute positively to our school community.

1. Volunteer Recruitment

All those who are interested in volunteering should contact the administrative office to begin their recruitment process.

The recruitment process includes an interview conducted by the Director of College (or an assigned delegate) and a demonstrative activity with our students.

2. Legal Obligations and Confidentiality

Paradis International College values the contributions of volunteers that assist our school community. To comply with the national Volunteering Law (78/2014) and the Child Safe Standards, Paradis International College is required to conduct suitability checks, which may include proof of identity, work history involving children and/or reference checks.

All volunteers are forbidden from sharing confidential information (pictures of the pupils, posts about the school activities, pictures on the school grounds) on online platforms or with other people without the approval of the headteacher assigned on their level. Volunteers must sign a non-disclosure agreement (appendix 1) before beginning their activity at Paradis International College.

3. Management and Supervision

The Director of College (or their nominee) will determine the level of supervision required for volunteers based on the nature of their work.

Volunteer workers must comply with any reasonable direction from the Director of College (or their nominee). This includes adhering to all of our school's policies, including, but not limited to, our Child Safety Code of Conduct and our Statement of Values and School Philosophy.

Volunteers should receive clear guidance regarding the expected outcome of an activity and the manner in which it should be conducted. Seeking further advice from the assigned supervisor is encouraged in the event of any problem or query regarding the assigned tasks.

All volunteers will have regular meetings with their assigned supervisor and are expected to discuss any issues they may need to address with their supervisor during their period of volunteer

4. Induction and Training

Paradis International College will provide appropriate induction and/or training for all volunteers. The Director of College (or their nominee) will determine the necessary training based on the nature of the activities that the volunteer will be engaged in.

All volunteers will receive induction on Paradis International College's child safety practices, including reporting obligations and procedures. Our Child Safety Policy defines the responsibilities and expectations for both staff and volunteers and it is mandatory for them to acknowledge it.

5. Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Director of College for investigation.

The Director of College reserves the right to discuss with the volunteer about the complaint and to assess the ongoing suitability of said volunteer and may determine at any time whether or not they are fit to continue volunteering at Paradis International College.

Volunteer Non-Disclosure and Confidentiality Agreement

I understand that, as a volunteer at Paradis International College, I am not permitted to share any personal information about students, staff, parents/families and other volunteers with any individuals who are not current employees of Paradis International College where I am volunteering or with any individuals who do not have an educational need to know that information. I agree that I will not share any of the following:

- Any pictures and videos of students, parents/guardians, staff and other volunteers on the school grounds.
- Any personally identifiable information about students, parents/guardians, staff and other Paradis International College volunteers
- Information pertaining to students and staff such as:
 - Names
 - Mailing and email addresses
 - Phone numbers
- Academic, medical, physical or mental health information

As a volunteer and/or partner of Paradis International College, I also understand and agree to the following:

- I may have some access to the above information as a volunteer as part of my volunteer work and/or to enable me to perform my functions as a volunteer, but I agree to hold this information in strict confidence.
- I will not share this information outside of the circle of the staff and volunteers who have an educational need to know that information.
- I will ensure that the information I receive is kept safe and secure from any unauthorized access, which includes preventing access to any computer files, paper files or other media which may contain this information
- I will not make or keep any electronic copies with any information about students, parents/guardians, staff or other volunteers that I have learned or received as part of my volunteer work
- I will not impose any of my own personal, religious or political views upon students.
- I understand that I will work as a volunteer under the supervision and/or direction of one or more Paradis International College staff members.

Date: _____

Signature: _____