



Title : **Policy for Managing Volunteers in QP Schools**

Status : **New Policy**

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Agreed by: SMT DES – Date: 15/12/2018 MIS - Date: 20/12/2018	Approved by: VHE Date: 20/12/2018	Final Approval: VH Date: 20/12/2018
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“Our vision is for our students to be high achieving, healthy and happy individuals, well prepared to take their place as global citizens and leaders of the future.

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FOREWORD

This document has been developed by the Education Section (VHE) of the Human Capital Directorate (VH) and circulated for review by stakeholders before endorsement for use by the Executive Vice President (EVP) for Human Capital.

This document is published for use by the Education Section of the Human Capital Directorate. This policy is an operational/business level policy which is aligned with the QP Values.

This document in its present form reflects, as far as possible, the current corporate requirements.

This document is subjected to periodic review to re-affirm its adequacy or to conform to any changes in the corporate requirements or to include new developments on its subject matter.

All comments/views, recommendations etc. regarding this document should be forwarded to the Head, Education Section.

1. PURPOSE

- 1.1 QP acknowledges the important role of volunteers in QP schools and how the range of skills and experience volunteers bring can enhance learning opportunities for all students. The purpose of this policy is to outline the procedures that need to be in place so that volunteers can provide support whilst ensuring the safety of students is prioritised.
- 1.2 The policy is also aimed at ensuring volunteers have clarity around expectations and that no volunteer is placed in a situation that could compromise either the safety and wellbeing of themselves or students.

2. SCOPE

- 2.1 This policy applies to all volunteers at QP schools, this includes parents, family members, alumni and any volunteer who has contact with students. **Any volunteer having contact with students must be supervised at all times by a member of the school teaching staff.**
- 2.2 This policy refers primarily to volunteers who are supporting learning and social development of students. As stated, volunteers must at all times be under the supervision of teaching staff and not have contact with students on an individual basis, any 1-1 contact situations must be avoided.
- 2.3 Volunteers should not be asked to support students for residential activities, as appropriate background checks would need to be in place. Volunteers accompanying students on any day visits off school site, such as school trips need to comply with this policy as outlined in 2.4.
- 2.4 If the volunteer is to be in school on a 'one-off' basis, such as helping with a school event or trip, the procedure outlined in section 4 of the 'Procedure for Managing Volunteers in QP Schools' does not apply, however all volunteers need to be reminded about not being left alone or unsupervised with children.

3. DEFINITIONS

- 3.1 QP - Qatar Petroleum
Schools - QP schools at Dukhan and Mesaieed
Volunteer - As defined by The Police Act 1997 (Criminal Records) Regulations 2002 (UK)
- 'A person engaged in an activity, which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.'*
- Principal - Principal of a QP School
Head of School - Designated Head of Primary/Secondary School
Senior Leader - Member of school senior management team

4. RESPONSIBILITIES

- 4.1 School Principals are responsible for ensuring that the procedures outlined in this policy are followed appropriately with due regard for the safety and wellbeing of all students.
- 4.2 Principals have responsibility to ensure that the health and safety of all volunteers has been risk assessed as appropriate.
- 4.3 Principals also have responsibility to ensure that all volunteers are made aware of relevant school policy and code of conduct.

5. COMPLIANCE

Any matters concerning the implementation of this Policy in any particular school should be raised with the Principal with a view to reaching a mutually workable solution. Any matters of non-compliance should be raised with the Head of Education.