

School Volunteers Policy

Purpose	
To provide clear guidelines for the recruitment, safeguarding, supervision and involvement of volunteers at Brighton International Academy. This policy ensures that volunteer support is safe, purposeful, well managed and aligned with the school vision, mission, values and educational aims.	
Scope	
This policy applies to all volunteers, including parents, guardians, community members, external individuals and organisations supporting classroom activities, school events, extracurricular programmes, trips or non-confidential administrative tasks.	
Definitions	
Volunteer: any unpaid person supporting school activities. Supervision: active oversight by an assigned staff member. Safer checks: identity verification, application review, police clearance/background check and any additional risk checks required. Confidentiality: protecting student, staff and school information.	
Policy Statement	
Brighton International Academy values volunteers and recognises their contribution to school life. Student safety is always the first priority. All volunteers must be approved before starting, follow school procedures, respect confidentiality, complete safeguarding expectations and work under the direction of school staff.	
Volunteer Opportunities	
Volunteers may support classroom reading or projects, school events, cultural celebrations, sports days, academic fairs, after-school clubs, trips and approved administrative preparation. Volunteers must not replace staff, carry out staff-only duties, discipline students, assess students academically, handle confidential records or supervise students alone unless explicitly authorised by school leadership after all checks and a risk assessment.	
Safeguarding Requirements	
1. All volunteers must complete an application form and provide identification before commencing their volunteering role. 2. Volunteers must receive a safeguarding induction, including the Child Protection and Safeguarding Policy, Staff Code of Conduct, confidentiality expectations and reporting procedures. They must sign to confirm that they have received the induction and understand their safeguarding responsibilities while working with, or having contact with, students. 3. Student safeguarding concerns must be reported immediately to Ms. Amany Al Sheikh. If she is unavailable, report directly to Ms. Eman Omar or another DDSL. Concerns about school adults must be reported directly to Ms. Eman Omar. Concerns involving Ms. Eman Omar must go directly to the CEO or designated Board Member without informing her. 4. Volunteers must not use personal phones to photograph students, contact students privately, meet students outside school procedures, give personal gifts, transport students, or share student information. 5. All visitors and volunteers must sign in and out, wear an ID or visitor badge at all times, and remain in approved areas only.	
Roles and Responsibilities	
Role	Responsibility
School Leadership	Approve volunteer roles, ensure safer checks are completed, monitor compliance, review concerns and terminate volunteer service if required.
Volunteer Coordinator / Admin	Manage applications, checks, records, badges, attendance, volunteer schedules, induction and confidentiality forms.
DSL / DDSLs	Provide safeguarding guidance and respond to any concern involving a student or adult.
Supervising Staff	Give clear instructions, supervise volunteers, ensure boundaries are maintained and report any concerns about conduct, safety or confidentiality.
Volunteers	Be punctual, respectful and professional; follow school policies; maintain confidentiality; work only within the agreed role; report concerns immediately.

Vision: To foster academic excellence, nurture ethical values, and develop leadership skills, preparing students to thrive in a diverse world.

Mission: We promote intellectual growth, ethical responsibility, and global awareness, empowering students to contribute positively to society.

Motto: Rooted in faith, striving for excellence

General Guidelines

1. Volunteers must act as positive role models and treat all students and staff with respect.
2. Volunteers must follow health, safety, emergency, fire drill, first aid and visitor procedures.
3. Volunteers must maintain professional boundaries and must not favour, isolate or be alone with a student unnecessarily.
4. Volunteers must not use offensive language, inappropriate behaviour or physical punishment.
5. Volunteers must follow data protection rules and must not discuss student performance, behaviour, family matters or school concerns outside authorised staff conversations.
6. Brighton International Academy welcomes volunteers from all backgrounds and will make reasonable adjustments where possible, provided student safety is not compromised.

Training, Support and Termination

Volunteers will receive an induction covering their role, safeguarding expectations, confidentiality, health and safety, reporting routes and relevant procedures. Ongoing guidance will be provided by the supervising staff member. Volunteer service may end by mutual agreement or may be ended by the school if conduct is inappropriate, checks are incomplete, confidentiality is breached, safeguarding expectations are not followed, or the role is no longer required.

Monitoring and Evaluation

The school will monitor volunteer practice through sign-in records, supervision checks, incident/concern logs, staff feedback, volunteer records and annual policy review. Any safeguarding, conduct or confidentiality concern will be recorded and escalated to school leadership and the DSL/DDSL as appropriate.

Policy Management and Review

Policy Created By:	Ms. Ziena and Ms. Amira
Reviewed by:	Ms. Rehana and Ms. Samina
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