



# LITTLE FLOWER ENGLISH SCHOOL DUBAI

## PARENT VOLUNTEER POLICY

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. ANNIE MATHEW
Role	PRINCIPAL
Date of review	18-03-2025
Date of next review	18-03-2026
Signature	



## **Parent Volunteer Policy**

### **Rationale:**

Volunteers at our school bring with them a range of skills and experience and thus the parent volunteer program will foster a collaborative partnership between parents and the school community to enhance educational experiences and support school initiatives. We therefore welcome and encourage parents of our students to volunteer at school.

The recruitment of new volunteers will be dependent on the needs of the school. The smooth running of the school and safety of students will always be a priority; therefore, potential conflicts of interest will be taken into account.

### **The Senior Leadership Team maintains the right to refuse volunteers and terminate placements.**

The types of activities that volunteers engage in, on behalf of the school, include:

- Working in the classroom to assist students in their learning
- Supporting teachers in creating displays and resources
- Supporting special projects and events
- Accompanying students and teachers on school visits

### **Policy Statement:**

All people who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school's vision and mission as well adhere to our school's policies.

## **Guidelines:**

### **Volunteer Opportunities:**

Volunteer opportunities will be communicated through emails, messages, circulars, during open houses etc.

### **Volunteer Recruitment**

- The candidate will attend the school for an informal discussion to ensure the applicant is suitable for the role. Once selected they need to sign a Parent Volunteer form and agreement attached herewith.
- The form will include contact information, availability, areas of interest, and any relevant skills or qualifications.
- The volunteer will be made aware of the role and responsibilities they will be undertaking.
- Induction will include school and documentation explained. These to include Health and Safety, Behavior Management Policies and Child Protection Policy.

### **Child Protection and Safeguarding:**

Safeguarding students is our top priority and we follow recruitment guidelines to ensure our students are safe. We expect volunteers to share that commitment. A list of volunteers and their details will be kept by the Senior Leadership Team.

### **Volunteer Assignments:**

The school will match volunteer interests and availability with specific needs within the school. Volunteers will be notified of their assignments and provided with any necessary training or instructions.

### **Code of Conduct and school policies:**

Parent volunteers are expected to adhere to the MoE's code of conduct and all school policies, maintain professionalism at all times. Volunteers will be supervised and coordinated by designated school staff or parent volunteer coordinators. Regular meetings or updates will be provided to ensure effective communication and coordination.

## **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the students they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons. Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

## **Health and Safety**

An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. accompanying students on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor. We do not take any responsibility for loss or damage of personal belongings.

**Volunteers must wear the Volunteer badge at all times.**

## **Complaints Procedure**

Any complaints regarding a volunteer follows the school's grievance redressal policy, which is found on the school website.

## **Dress Code**

Clothing should be respectful of students, staff and the working environment and community.

## **Recognition and Appreciation:**

The school will recognize and appreciate the efforts of parent volunteers through acknowledgments, certificates, or events.

## **Benefits of Parent Volunteering:**

Enhances parent-school communication and relationships.  
Provides additional support to teachers and staff.  
Enriches the school environment and educational programs.  
Demonstrates the value of community involvement and parental engagement.

**All Parent Volunteers must understand that the volunteering is purely optional and it does not come with any monetary benefits of any kind.**

## VOLUNTEER APPLICATION FORM

Name of the Volunteer

Child's name

Grade/Sec

Address

Email

Mobile No

What activities/areas of the school's work would you like to help with?

Do you have any medical needs we need to take into account?

*Thank you for taking time to complete this Volunteer Application Form*

## PARENT VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at LFES. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it to the Principal.

I will follow the LFES Child Protection and Safeguarding Policy.

I have read the School's Volunteer Policy.

I agree to support the School's Mission and Vision.

I agree to treat information obtained from being a Volunteer in School as Strictly Confidential.

I have been made aware of my roles and responsibilities.

I understand that there are no monetary benefits associated with this post.

I have been made aware of who is my designated supervisor, Class Teacher, and Principal

Name:

Signature:

Date: