

مدرسة اوريكس العالمية



Oryx International School

VOLUNTEER POLICY

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Introduction and Aims

We believe that volunteers provide a valuable contribution to the school's work and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic mission and vision, as well as its development plan.

The aim of Oryx International School's volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision, mission and values and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

How we use volunteers

Volunteers at Oryx International School are able to help in the following ways:

- Assisting and accompanying on school trips, competitions etc.
- Helping in the library
- Helping the teachers with listening and reading with home language programmes
- Provide or assist with after-school activities.
- Organising school areas, preparing resources to help with school as requested by the Vice Principal.
- Work with small groups of children
- Support specific curriculum areas
- Lead workshops
- Listen to children read

This is not an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local Residents

How to apply to be a volunteer

People who wish to volunteer at Oryx International School should express their interest by emailing the school Customer Experience Representative (CEX), Mrs. Salma Khan, salma.khan@oryschool.qa.

The following procedure outlines the application and selection process for volunteers:

- You can apply by filling out an online application form and expressing interest to be a volunteer. [Parent Volunteer Application Form.](#)
- Once your application has been completed, this should be submitted to our Customer Experience Representative for processing.
- Our Customer Experience Representative will revert to you to outline support that is required in school and how your talents can be utilised. A short informal interview with the CEX will also take place
- If we feel your strengths can be used in school, the CEX will discuss your application with the Vice Principal for his/her review and then take the final decision and approval.
- Upon successful completion, you will be registered as a volunteer at our school

Induction of volunteers

Induction of new volunteers can take up to six weeks and is dependent on the candidate and available spaces within the school.

All volunteer support is conditional upon the completion of a safeguarding check.

The Vice Principal reserves the right to terminate volunteer support at any time.

Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

Regulated activities (Required safeguarding documents):

Volunteers who have submitted their documents and completed the training will be allowed to volunteer to help with regulated activities. This means they can work with children in the school in activities such as, reading programme, and any assistance required in school which they would need to work with children.

Non-Regulated activities:

Volunteers who wish to volunteer and help with activities that are “non-regulated” which means accompanied by a member of staff who has been safeguard trained, and safer recruitment checked. For example, accompanying on school trips etc.

All volunteers who wish to help with regulated activities will need to submit the following documents:

- QID copy
- Passport copy
- Police Clearance Certificate – valid for 1 year

Guidance on obtaining the Police Clearance document will be given by the school HR department.

Once the documents have been obtained, these should be submitted to the HR Department via email hr@oryxschool.qa.

Prior to the volunteer starting in their role, the Customer Experience Representative will organise safeguarding training with the school Designated Safeguarding Lead.

Training

Volunteers must complete the safeguarding training with the school Designated Safeguarding Lead prior to beginning work at the school.

Other training requirements will be based on the nature of the work the volunteer will be doing.

Confidentiality

Before starting the role, Volunteers will need to sign a non-disclosure consent agreement.

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This does not prevent volunteers from adhering to the school's safeguarding policy (regarding reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy and inform the Designated Safeguarding Lead (DSL).

If concerns are related to whistleblowing, volunteers must follow the guidance in our whistle-blowing

policy.

Guidelines on Conduct

Volunteers must:

- Maintain respectful behaviour with all members of our school community and especially in front of children.
- Volunteers must not feel responsible for judging children's abilities, progress, or dealing with behaviour.
- If you experience concerning behaviour from students, you must report this to the class teacher.
- All matters relating to students need to be maintained as confidential information.
- Help students' self-confidence and keep a positive attitude.
- Dress appropriately and in line with school dress code expectations
- Use the allocated room for their breaks and lunches unless otherwise directed

Remuneration

As the role is of a Volunteering nature, remuneration is not offered for this post.

Review and monitoring

The policy will set and agreed by the Executive Principal and the School operating committee (Orbital education). Any changes will be confirmed and communicated by the Executive Principal.

Links to other related policies and procedures

- [Safeguarding policy](#)

