



**利茲華人中文學校**  
**Leeds Chinese Community School**  
Registered Charity Number 516097

**Volunteering Policy**

**Date Approved : 15/01/2016**

**Next review date: 15/01/2019**

**Party responsible:** School committee members.

## **Introduction - about LCCS**

Leeds Chinese Community School (LCCS) is a community run, not-for-profit Chinese supplementary school. Our aim is to provide Chinese languages and culture learning opportunities for children of local communities. LCCS is made up of a management committee and a teaching team. We do not at present employ any paid workers, therefore volunteers bring an important resource of skills and experience which enhance the learning experience of the pupils and ensure smooth running of the school.

The organisation was formed in 1966. The organisation was registered as a charity in 1985. With the hard work from the volunteers and the support from the local authorities and wider communities, the school has thrived and evolved into its current structure.

## **Our Commitment**

We adhered to the original idea of the school's founders that we do our utmost to provide high quality language education with our team of volunteer teachers/teaching assistants.

We also do our best to provide a safe teaching and learning environment for both our volunteers and learners.

## **Equal opportunities and diversity**

LCCS operates an Equal Opportunities and Diversity Policy for volunteers and believes that everyone should be treated equally regardless of their age, gender, marital status, sexual orientation, social class, race, ethnic origin, religious belief or disability.

## **Who is a volunteer?**

A volunteer does not receive financial remuneration for carrying out activities, except for reimbursement of out-of-pocket expenses, at the request of themselves.

A volunteer is bound by the mutual understanding of the aims of LCCS with the organisation, and is someone who is willing to contribute time and skills to achieve them collaboratively.

Volunteers could include any of the following (this list is not exhaustive): committee members; duty managers; family of pupils and staff; Students on work experience or placement; university students, ex-members of staff, local residents, drivers for trips.

## **Code of Conduct**

- Understand and commit to LCCS's policies such as Health and Safety policy, Volunteering policy, Volunteer Expenses policy and Child protection policy.
- To co-operate with all members of LCCS.
- To aim for high standards of efficiency, reliability and quality in all aspects of volunteer's contribution.
- To work within the law, e.g. abide by Health and Safety Regulation, Children Act 2004.
- To take reasonable care of their own health and safety whilst volunteering, and that of others who may be affected by their acts or omissions.
- To take care of the wellbeing of children whilst they are in their care.
- To respect the need for confidentiality of pupils and restricted organisation information.
- Raise issues with appropriate teacher or committee member where appropriate
- To ensure volunteering activities are carried out within guidelines published in the 'Teacher, Teaching Assistant and Activity Tutor's Information Pack'.
- Sign in and out of registers and wear a badge appropriately.
- Be role models for the children they work with i.e. consider the language they use, only walk in school, no smoking or swearing and dress appropriately
- Advise the school as soon as possible when it is not possible to attend.

## **LCCS's responsibilities**

- To ensure volunteers are to be integrated and treated equally as part of the team.
- To ensure volunteers are felt supported and valued in their role through a comprehensive induction to the school.
- The Headteacher and/or Deputy Headteachers are a point of contact for the volunteers.
- To recognise the individual skills each person brings to the organisation as well as understand that volunteers are not professionally trained and may require continuous advice and support and development.
- To ensure volunteers receive appropriate training and support to carry out their volunteering activities, clear guidance as to the expectations of their role.
- All volunteers should read and understand the following policies :
  - ◆ Health and safety policy
  - ◆ Child protection policy
  - ◆ Volunteering policy
  - ◆ Expense policy
  - ◆ Complaint policy

## ◆ Teachers and Activity Tutors Handbook

- To encourage volunteers to develop and build on existing skills and knowledge through sharing good practice within LCCS and training.
- To ensure the health, safety and welfare of all volunteers whilst undertaking their volunteering activities.
- To resolve fairly any complaints received either from or about the volunteer.
- Each new volunteer will act as a volunteer on a trial basis of three months to ensure both LCCS and each volunteer is happy with the role. The volunteer and Headteacher/Deputy Headteacher will meet regularly over a one month period to determine whether the partnership is working well

### **Recruitment**

- LCCS seeks to recruit volunteers from a diverse range of backgrounds that reflects the makeup of the local community as long as their skills meet our needs.
- Before recruiting LCCS will consider and take advice on how to attract people from a diverse range of backgrounds to the organisation.
- Each potential volunteer will be invited for a meeting and have an application form.
- Each person who volunteers for LCCS will be asked for references and DBS checks
- Volunteers working directly with children will be required to have an enhanced DBS check in the last 6 months; except one off volunteers under the continuous supervision of a member of staff undertaking a regulated activity.
- The DBS check will be undertaken before the member of staff begins their role and will be valid for 3 years whilst volunteering at LCCS.
- All potential volunteers will be asked about any past convictions at the interview/application stage. Having a previous conviction will not automatically mean that a person will not be accepted as a volunteer with LCCS. In such cases, the volunteer will be asked for further information. The nature and history of any conviction and potential risk would then be considered before the a decision is made.

### **Insurance**

All volunteers are covered by Public Liabilities Insurance whilst they are on the school premises.

All LCCS committee members are covered by Trustees Indemnity Insurance.

### **Data protection and law**

LCCS will abide by the Data Protection Act 1998 and safeguarding for confidentiality of personal information recorded about volunteers. Volunteers who collect or administer any personal data on our clients will be required by law to comply with the provisions of the Act.

### **Conclusion**

Volunteers are the key element of the success of LCCS. Our volunteers contribute not just their time, but skills and life experiences which are highly valued in LCCS. In addition to delivering the objectives of the school, we also hope that all volunteers enjoy their volunteering experience with us.