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A unique International British School exclusively dedicated to highly gifted children

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## Leonardo Gifted School

### *Volunteering in School Policy*

### School Internal Policy

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**Policy is:** PUBLIC



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## Volunteering in School Policy

### Rationale

The **Leonardo Gifted School** fully recognizes the educational and social benefits, which can be brought from the support, expertise and involvement of volunteers. Volunteers working in school bring their personal, professional, intercultural and linguistic talents and skills, which can be assumed by students as learning opportunities.

### Reglementations

Volunteering is unpaid and public work freely consented based on a voluntary contract, written in Romanian, under the laws of Romania, in the benefit of a group of people or person. School hands over to the volunteer a copy of the contract before the beginning of the voluntary service.

The School establishes and formulates the tasks and responsibilities of the volunteer job description, according to the specific activity of the volunteer. This job description will be handed over the volunteer along with the voluntary contract.

Volunteers can be any person with legal domicile or residence in Romania, regardless of gender, race, ethnicity, religion, political or social origin, voluntarily engaged in school volunteer and according to our

### Recruitment Policy

The recruitment policy enforces that any volunteer applying for a position, except for underage children, shall deposit as part as the application process an Enhanced Criminal Records Check.

In addition to this check (called Standard DBS check, or “cazier” in Romania), all volunteers shall provide a number of minimum 3 References – which shall be called on.

All volunteers shall perform work fully supervised, daily, and on a regular basis.

For underage volunteers the volunteer registration form and the voluntary contract will be signed by a parent or a legal representative, under the laws of Romania.

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International volunteers are nationals legally resident during the voluntary service and can obtain temporary residence visa under their voluntary agreement registered and signed in school. Volunteers are working as support and assistance for teachers and professional staff of the school, in consultation with the Head of School. Volunteers can perform administrative or educational activities.

Voluntary activities are coordinated and supervised by a coordinator of volunteers, who will be part of the school staff. School will keep track of volunteers, volunteering period and the number of hours of each volunteer, volunteer type activities of volunteers and evaluation, based on criteria established in Internal Rules of school.

When the volunteer who performs internships in Leonardo Gifted School is a University student, the school volunteer coordinator shall monitor the volunteer work and will fill its practice papers from the university where she undergoes her studies.

Volunteering is considered in Romania according to the law professional experience, depending on the type of activity, whether it is done in the area of studies in progress or completed.

Voluntary activities, which are isolated, not coordinated, or without a voluntary written contract are not the object of this school intern policy.

### **Selection of Volunteers**

The School publicly announces its willingness to work with volunteers, according to Romanian legislation. The School may refuse motivated request of a candidate to become a volunteer, according to the internal policies of the school.

The Head of School has the responsibility to ensure that the volunteer is suitable for the given tasks in terms of professional, ethical and moral. Volunteers may be University students, trainers, performers, authors or members of local community.

The Head of School or volunteer coordinator must submit to the volunteers:

- \* the list of school expectations describing which are the activities that the volunteer is allowed to performed

- \* internal regulations including an **Internal Policy Whole School Child Protection**

concerning the activity that the volunteers will run.

All volunteers shall perform an induction period which includes:

- \*training on Internal Policy Whole School Child Protection and School Safeguarding

- \* specific training and awareness on the nature and needs of gifted students and the unique learning differences and needs of gifted learners at the grade level at which they are assigned to work

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In addition, if the nature of the volunteer work is educational, the volunteer shall perform:

- \* at least one professional development activity at the beginning of the collaboration, designed specifically for assistants to teaching gifted learners
- \* ongoing development in the nature and needs of gifted learners, and appropriate instructional strategies.

### **Voluntary Contract**

Voluntary contract will be written in Romanian/ English (for international volunteers), in two copies, one for school and one for voluntary and contain at least the following clauses:

- \* Contracting Parties
- \* Describe the activities that will be provided by the volunteer
- \* Duration and schedule of the volunteer activities
- \* Rights and obligations of the parties
- \* Establishment of the requirements for professional and social skills development
- \* Conditions for terminating the contract: if the duration of the contract was concluded, if the volunteer has finished making performances, by mutual agreement, or if the school has completed its work, or due to infringement of any school policies on the part of the volunteer
- \* Conditions of withdrawal: could be initiated by any contractual party and will be communicated and handed out in writing with a notice period of 15 days

### **The Certificate of Competences**

During the period when the volunteer is carrying out her activities or after their completion, the school issues *at the request of the volunteer*, a certificate of competences acquired through volunteering, according to Romanian legislation, which shall include the following:

- \* School Header / Organization Header
- \* Number and date of issue
- \* Voluntary contract number and date
- \* Full name and other identification data of the volunteer
- \* Time and number of volunteer hours performed
- \* Name and surname of the volunteer coordinator
- \* Mention: "Both the volunteer and Leonardo Gifted School are responsible for the accuracy of the data and information contained in this certificate"
- \* Overleaf: volunteer activities carried out by the volunteer and skills acquired through volunteering

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## **Volunteer Rights**

The volunteering contract shall establish at least the following rights for volunteers according to Romanian laws:

- \* The Carrying out of activities in accordance with the availability and capacity of the volunteer
- \* The option to request the certificate of competences
- \* Privacy and data protection
- \* Initial training on the structure, vision and mission of the school, the rights and responsibilities of volunteers and Volunteering in Leonardo Gifted School Policy as well as training on the Internal Policy for Whole School Child Protection and School Safeguarding
- \* Specific Training of awareness on the nature and needs of gifted students
- \* Participation in training courses /trainings on particular areas at the school expense
- \* Time off work actually performed
- \* Settlement of expenses related to voluntary activities
- \* Access to materials and school equipment

## **Obligations of Volunteers**

The volunteering contract shall specify at least the following obligations of volunteers under the laws in force:

- \* Tasks to be carried out
- \* Saving of Teaching material, as well as efficient use of the equipment and resources of the school
- \* Maintaining the confidentiality for the data the volunteer had access in school, over the period of the contract, and 12 months thereafter
- \* Participation in training courses /trainings organised or proposed by school in the induction period as well as for an improved performance of the volunteer
- \* How to announce temporary unavailability for volunteering
- \* Dress code: decently dress and according to the activities carried with children
- \* How to be a positive role model for the children in every situation
- \* How to undertake – what is expected- and how to comply with the regulations and internal rules of the school
- \* How to refer any behaviour or discipline problems to the teacher in charge or Head of School
- \* How to provide informations outside of school about staff, activities and school only in terms of the vision and mission of school

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- \* How to respond to any moral or material damages caused to school by their negligence

### **Leonardo Gifted School's Rights**

The voluntary contract will stipulate at least the following school rights:

- \* Setting duties and provisions for each volunteer
- \* Monitoring of voluntary work and volunteer acts
- \* Establish performance goals for each volunteer
- \* To assess the disciplinary offenses and apply penalties under the law and voluntary agreement

### **School Obligations**

The voluntary contract will specify at least the following obligations for Leonardo Gifted School::

- \* Providing conditions for the development of voluntary activities under the guidance of a volunteer coordinator
- \* Issuing the certificate of skills acquired through volunteering, when asked by the volunteer
- \* Incurring expenses related to the work of the volunteer at school, when specifically stated in the volunteer contract
- \* Payment of insurance contracts against the risks of accidents that might result from the nature of volunteer activities (in the absence of insurance, in case of injury to volunteer during his volunteer work, school will incur damages if the accident is not the fault of the volunteer)

### **Relationships Between Volunteers and Staff**

Leonardo Gifted School volunteers and employees will keep collegial relations, for a great professional communication and for the benefit of students. They will support each other in their professional development and harmonious development of school activities.

Any animosity between a volunteer and a school staff member, child, or volunteer coordinator must be notified, as appropriate, to the Head of School, and solved for the highest good of each party and considering the convenience of students. Volunteers and staff are part of the Leonardo Gifted School, and the school will provide the necessary tools and conditions for team building.



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## Internal Policy on Volunteering in School

### Standardized Acknowledgment list of Internal Policy by the Board

The member of the Board of Directors accepts and by signature acknowledges enactment of Internal Policy name: **Internal Policy on Volunteering in School**

Number:

I, a member of the Board of Directors declare that I am familiar with the Internal Policy, and I will inform managers, employees and volunteer in my line of management about its existence and /or update.

Department	Name and Surname	Signature	Date