



## Volunteer Agreement

### The Jacari volunteer should:

- Agree to abide by the **Jacari Code of Conduct** (below)
- Commit to approximately 30 minutes - 1 hour of volunteering per week during university term times and aim to deliver a minimum of 8 hours of teaching over the course of one year. We recommend that you try to deliver 16 hours if possible, to give the maximum benefit to your pupil.
- Inform the family as far in advance as possible if a lesson needs to be cancelled.
- Inform the family and the Jacari Coordinator as soon as possible if for any reason they can no longer commit to being a tutor.
- Report any problems or concerns to the Jacari Coordinator. Please do not be afraid to be in touch if you are experiencing any personal problems that may affect your Jacari teaching – we are here to listen and help!
- Safeguard and promote the welfare of children and young people they are in contact with, by being fully aware of our safeguarding policy and their responsibilities under its terms.
- Fill in the weekly volunteer log, termly volunteer surveys, and the end of year survey.

Volunteer name: \_\_\_\_\_

Volunteer signature: \_\_\_\_\_

Date:

### Jacari Code of Conduct

All adults coming into contact with children and young people through Jacari's work must comply with Jacari's Safeguarding Children Policy and this Code of Conduct.

#### You must:

- Treat all children with respect
- Avoid being alone with a child:
  - For at home tuition, if there is no adult related to the child present on the premises, then volunteers shall NOT enter the child's home and shall not teach the lesson.
  - For online tuition, you must speak to an adult at the beginning of the phone/video call and check they will be at home for the duration of your call

- Ensure the adult present in the home knows when you have arrived and when you are leaving; or for online teaching, you must say hello to the adult at the beginning and end of the video/phone call
- If alone in a room with a child, keep the door open at all times. While tutoring online, ensure the child keeps the door open so that an adult can overhear the lesson
- If tutoring online, use online learning platforms with a good level of security and encryption. To this end, we suggest our volunteers use one of the following platforms: **Google, Bramble or WhatsApp**. However, the following platforms will also be permitted, if the above platforms are not accessible for the pupils: Microsoft Teams, Zoom, Skype.
- If tutoring online, confirm with the parent in the first lesson that they give permission for online tutoring to occur via your chosen platform.
- Be mindful of what is displayed in your video frames and remove any offensive or private items from the frame at all times. Only approved Jacari tutors, pupils, and parents/family members of pupils may be present in any video frames.
- For in-school tuition, ensure you sign in and sign out at the school reception before and after the lesson
- Be aware that any physical contact with a child can be misinterpreted and should always be avoided.
- Report all allegations/suspensions of abuse to the Jacari safeguarding line
- Operate within Jacari's procedures in the event of any disclosure/concern.
- For in-school tuition, comply with the individual school's Safeguarding Policies and Practices.
- Ensure a parent/carer's consent form is completed and signed prior to any Jacari trips or outings.
- Whilst on a trip, avoid taking a child to the toilet or changing their clothes unless you have express written parental consent to do so. You must also be accompanied by an additional volunteer or staff member.
- Consider strengthening any privacy settings on social media sites so that young people are unable to access your online profiles. Block any young people that approach you online and inform Jacari's Coordinator immediately.
- Inform the Coordinator by email or phone within one week if you have stopped visiting/ online tutoring with your allocated family or wish to cease to volunteer with Jacari.
- Delete all personal information you hold about your Jacari pupil when the tutoring relationship comes to an end



**You must not:**

- Promise confidentiality to young people in any situation.
- Interact with pupils or pupils' families on any form of social media.
- Share your pupil's personal information with anyone else, or post about your pupil on social media in any way which could identify them
- Arrange to meet a young person outside of the allocated tutoring time, unless for an official Jacari trip, for which you must get written parental consent.
- Make suggestive or derogatory remarks in front of young people.
- Have inappropriate physical or verbal contact with young people.
- Show favouritism to any individual.
- Be under the influence of alcohol or other substances when working on activities involving young people.
- Take photographs or screenshots of young people, unless specified by Jacari and for which we have received parental consent. In this instance, any photos must be given to Jacari and then deleted by you.