

# Parent Volunteer Policy

At International School of Qingdao (ISQ) we highly value the contribution of parent helpers and volunteers within the life of our school. Parents are warmly welcomed to help in school at times that are mutually agreed upon, and we hope they find their time with us both worthwhile and enjoyable.

## 1. Policy Purpose

The purpose of this policy is to make clear the expectations and guidelines for all parent volunteers to follow. These are set to help volunteers understand how they can best be involved, and to ensure that volunteering is a positive experience for everyone.

## 2. Scope

This policy and associated procedures apply to all parents of the ISQ community who volunteer their time to assist at the school and in the classroom.

## 3. Parent Volunteer Definition

A parent volunteer is any parent who freely offers their time, skills and/or expertise to contribute to the life of the school. A parent volunteer is someone who performs a task(s) at the direction of and on behalf of the school. They do not hold sole responsibility for students. Parent volunteers can share their skills and/or expertise within the teaching, learning and student wellbeing programs of the school, however, they cannot be contracted or have any permanent roles. Parent volunteers can assist teachers and/or support staff inside and outside of the classroom, and can also be involved in school community-related projects. Parent volunteers offer their time for no financial compensation or tuition assistance in return, and must be approved by the relevant divisional principal.

Examples of volunteer activities include:

- Parents volunteering for reading class
- Parents volunteering at school events
- Parents volunteering to attend day-time field trips
- Parents volunteering at sporting events or activities

**Parent volunteers should:**

- complete the iSC Child Protection Training before volunteering in the school.
- complete an ISQ background check OR have passed 2 references from existing staff or existing parent volunteers
- be outstanding role models for all students
- sign in/out at the guard house before and after helping on campus
- work under the professional direction of staff, following all school policies
- allow the teacher to deal with discipline issues
- maintain confidentiality at all times
- report any issues of concern to teachers (and not directly intervene)
- speak in a kind and friendly way to all students; be fair
- not work in isolation with a student
- avoid helping students use the bathroom
- establish and maintain a rapport with students based on mutual respect
- adhere to our staff dress code
- turn off mobile phones or leave them in silent mode while helping in the classroom
- leave their own younger child(ren) with a caregiver while helping in the school

**4. How to Begin Volunteering**

If you'd like to volunteer, please contact Jenny Min at [jenny.min@isqchina.com](mailto:jenny.min@isqchina.com). All parents volunteering at the school will need to complete the iSC Child Protection Training before volunteering. Our Child Safety Specialist will guide you through this training.