



VOLUNTEER POLICY

AS ADOPTED BY THE BOARD OF DIRECTORS

ON SEPTEMBER 15, 2012

TO BE REVIEWED AGAIN IN SEPTEMBER 2014

OUR MISSION STATEMENT

Global Schoolroom is dedicated to sharing educational experience between communities worldwide to help eradicate poverty, promote economic development and build sustainable communities.

OUR FIVE GUIDING PRINCIPLES

Education has the power to enlighten one another and expand each individual's scope for opportunity.

A primary education for every child is essential (the UN's Millennium Development Goal for universal education).

Sharing good educational practices enriches the collective educational experience and widens the cultural horizons of everyone involved.

Forging respectful links between educational partners works to their mutual benefit.

Working directly with teachers and communities is the best way to build a strong framework for high standards of teacher training which, once in place, can be delivered by sustainable local networks.

OUR POLICIES

Global Schoolroom's policies are proofed against our Mission Statement and Guiding Principles and aim to reflect best international practice.

STATEMENT OF RECRUITMENT, SELECTION, TRAINING AND SUPPORT

Global Schoolroom recognizes the need to select the best candidates to ensure the success of its goals. We regard volunteers as a valuable resource and encourage them to get involved at all levels of the organization and within all appropriate activities. Global Schoolroom also recognises its responsibility to train, support and prepare those selected in preparation for and during their work with the organisation.

RECRUITMENT

Recruitment of volunteers is an on-going process. Volunteers are recruited using some/all of the following procedures:

1. All Primary and Secondary Schools are written to, with an invitation to all teaching staff to apply for a Global Schoolroom position.
2. Articles, information and application forms also appear in educational publications and websites.
3. All information and application details are also on Global Schoolroom's website.
4. Where possible, Global Schoolroom uses other media and promotional opportunities and events to recruit volunteers.

SELECTION

On receipt of written applications a shortlist of candidates are selected for interview. All shortlisting and interviewing is carried out by a selection committee.

The final selection of candidates is based on the following considerations:

1. Application form and supporting material.
2. References.
3. Relevant experience.
4. Knowledge and interest in development issues.
5. Understanding of the work of Global Schoolroom.
6. Motivation.
7. Communication and interpersonal skills.
8. Balance of representation from primary, secondary and third level education.

Prior to selection, volunteers will be notified of Global Schoolroom's intention to:

1. Make reference checks. If a volunteer refuses permission and cannot provide an acceptable reason they will not be placed.
2. Seek Garda clearance on behalf of each volunteer, as per the Health, Safety

and Security Policy.

3. Collect a medical declaration of fitness to travel from each volunteer, as per the Health, Safety and Security Policy.

Unsuccessful applicants are notified, in writing by Global Schoolroom.

Successful volunteers are notified in writing and by telephone, prior to training.

TRAINING

Global Schoolroom places the highest value on the training, preparation and support of its volunteers. To this end, Global Schoolroom requires that volunteers attend all briefing and training sessions, as per the Volunteer Contract.

Global Schoolroom provides a clear and accurate description of the tasks and responsibilities they are expected to undertake. A role description is made available for each volunteer. Volunteers are also expected to familiarise themselves with Global Schoolroom's mission statement, guiding principles and relevant policies.

Briefing and training in some or all of the following areas are integral to the success of our programmes and the preparation of our volunteers:

1. Pre-departure and in-country orientation
2. Course curriculum and facilitation
3. Teamwork
4. Working in the developing world
5. Development education
6. Adult education
7. Health, Safety and Security
8. Child protection
9. Medical briefing and vaccinations from Tropical Medical Bureau.

SUPPORT

Pre-departure:

Prior to departure volunteers are primarily supported through their training and preparation, as outlined above.

Global Schoolroom also provides medical consultation, advice and vaccinations to the volunteers, as per Health and Safety Policy.

Global Schoolroom provides volunteers with a copy of the Grievance Procedure Policy, and responds promptly to complaints and grievances throughout volunteers' involvement with the organisation.

On placement:

1. On placement, volunteers have the support of their team members.
2. The team leader is a daily support for volunteers on placement. The team leader, in association with local host(s), provides local cultural, health and safety information upon arrival, as outlined in the Partner Engagement Policy. The team leader encourages team members to take rest and regular time off and is a volunteer's first port of call should any difficulties arise.
3. Each team is provided with a mobile phone in order to communicate with, support and receive support from other teams on placement.
4. Local partners also provide support, as per the Partner Engagement Policy.
5. Support is provided from Global Schoolroom HQ throughout the placement through telephone communication. Each team is provided with a phone number of relevant Global Schoolroom personnel.
6. Volunteers receive travel insurance covering the duration of the placement.
7. A volunteer's placement concludes on the final day of the programme. At the discretion of the CEO it may be possible to extend a volunteer's stay after the placement. In such circumstances, all costs including travel, accommodation, transport and insurance are assumed by the volunteer from the last day of the placement onwards.

Post-placement

The CEO telephones all volunteers on their return home to begin the de-briefing process. An exit interview is also conducted following this initial de-briefing conversation.

A full de-brief session takes place over the course of one day, facilitated by an independent body. An official report is provided to Global Schoolroom by this independent body. This de-briefing is held within two months of volunteers' return.

Global Schoolroom is open to further recommendations and feedback from volunteers at any time.

FURTHER INVOLVEMENT

Global Schoolroom welcomes the further involvement of volunteers in the organisation's development and encourages volunteers to stay in touch through the active Global Schoolroom Alumni group.

Volunteers are welcome to re-apply for future placements.