

Volunteer Policy Vinjeru School Trust

This policy is to ensure that volunteers are able to support the work of Vinjeru School Trust. This document ensures that the Vinjeru School Trust, the volunteer and the management in Zambia are aware of the responsibilities of all parties through the volunteering period.

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1 Volunteering Opportunities

Vinjeru Trust School is a secondary school based in Kapiri Mposhi providing a broad curriculum to students in the area. This is a fee paying school although some students benefit from a bursary scheme.

Volunteering opportunities exist for qualified teachers to undertake short or long term placements to teach their subject areas.

Volunteers can also be utilised to teach the Access Curriculum (for students soon to be attending the school) and specific subjects about which the individual volunteer has extensive knowledge.

Flying Kites is a primary school based on the grounds of the Vinjeru Trust School. The primary school is a private fee paying school.

Volunteering opportunities exist for qualified primary school teachers to undertake short or long term placements.

Volunteers who are not qualified teachers may also support the teaching within the school by undertaking the roles of support workers.

Practical Roles

Short term volunteers may be able to offer specific technical non-teaching skills to support the infrastructure of the school. This work could include painting, electrical or plumbing work on the school site.

2 Teaching Preparation for Non Qualified Teachers

Some on-the-ground training will be provided to volunteers who are not qualified teachers but will be supporting in the classroom. VST expect volunteers to undertake appropriate teaching preparation to alleviate undue pressure on current teaching staff when on site.

3 Orientation

Pre-visit

The Vinjeru School Trust wish that volunteers experience a short term visit to the school before applying to voluntarily work in the school for a longer term. Wherever this is possible, this should be arranged with the Trust and school before final arrangements are made for the long term visit.

The initial (short term) visit should enable the management and the Trust to identify the suitability of the volunteer for the post and can ensure cultural effectiveness.

The short term visit will also serve as an opportunity for orientation and exposure to the Zambian culture.

Pre-visit Accommodation

The Trust request that potential volunteers find accommodation with Zambian families in Kapiri when on the short term placement. This provides income for local families and ensures that the potential volunteers are exposed to an authentic Zambian experience. The management of the school can help facilitate this.

Long term placement Accommodation

Please see the Accommodation section below.

UK Based Orientation

Volunteers will be expected to visit one of the many UK based Zambian supporters for a meal before travelling to Zambia. This will provide an orientation experience and exposure to the culture and food while in the UK.

4 Interviews

Vinjeru School Trust will conduct at least two interviews before a prospective volunteer attends Vinjeru for the first time.

- The school management will conduct an interview relating to the volunteer's technical competencies in teaching.
- Members of the Board of Trustees will facilitate an interview focussing on wider elements of personal character, suitability for the volunteer role and practicalities for orientation. Two trustees will meet with the potential volunteers.

When the management and the Board of Trustees are in agreement then arrangements for the volunteer to attend the school will be set in place.

5 References

On application, volunteers are required to provide two professional references. These individuals must be willing to be contacted by the management and the trustees as part of the interview process. Referees should know the applicant well but should not be a relative. The referee can be an employer, line manager, church leader or a respected member of the community.

6 Volunteers Costs

Vinjeru School Trust greatly values the contribution of the work of volunteers but does not provide financial support for the volunteers.

Therefore, volunteers are to meet the cost of their flights, travel expenses, visa application, teaching registration, insurance, medical arrangements, accommodation and subsistence.

7 Accommodation

The Trust owns accommodation for teaching staff which may be used for a limited duration for volunteers attending for long term stays (if there is capacity). The Trust will offer short term leases (up to three months) and will anticipate that the long term volunteers will use this time to find suitable accommodation in Kapiri or the surrounding area.

Short term volunteers may be able to utilise the on-site accommodation although this will be on a first come first served basis. Alternatively, short term volunteers may be able to stay with a Zambian family to experience a flavour of Zambian culture. A fee will apply to all accommodation and this will be discussed at time of interview.

8 Visas

Volunteers travelling to Zambia to teach voluntarily must arrange for a work permit before travelling to Zambia. We request that volunteers discuss their personal arrangements with the Management of Vinjeru Trust School before booking tickets and arranging to travel.

9 Teacher Registration and Qualification Verification

Volunteers who are due to teach in Zambia are required register with the Education Authority and have their teaching documentation verified. The cost is approximately £500 and this cost needs to be met by the volunteer.

10 Safeguarding and Disclosure and Barring Service

Vinjeru School Trust consider the safety of the children in our schools of paramount importance. It is essential that volunteers are able to provide evidence of a police check such as a Disclosure and Barring Service Document that is less than three years old. For volunteers outside of the UK, an equivalent document must be provided to the satisfaction of the Trust.

Volunteers attending the school must be able to demonstrate they have received training in Safeguarding or must be trained with Vinjeru Safeguarding material.

11 Accountability and Line Management

Volunteers will be informed of their line manager in advance of attending the school. The line manager will meet with the volunteer weekly to discuss teaching practice, welfare of students, preparation, cultural challenges and any personal issues that need to be addressed.

Volunteers are reminded to be culturally sensitive in addressing apparent problems in the school. Issues of concern should be raised with the line manager and then with the Principal.

Short term volunteers providing practical support to the school will be allocated a key person who can be contacted to discuss any issues relating to the work and school activities.

12 Contact with the Trust During Long Term Placement

The Vinjeru School Trust is conscious of the challenging nature of volunteering work in a different culture. VST will arrange for a member of the Trust to contact each long term volunteer once a month to ensure that any problems can be quickly resolved and management issues rectified.

13 Groups of Volunteers

Vinjeru School Trust welcomes group of volunteers to the school, usually on a short term basis. The group's leader will provide VST with all the relevant application forms, visa applications, DBS documentation and references for the whole group.

When in Zambia the management of the school will liaise with the group leader who will in turn manage the requirements of the group.

14 School with Christian Principles

Vinjeru Trust School is a school with Christian principles. This means that collective times of worship are exclusively Christian and Christian principles are taught through the curriculum. Bible studies and prayer meetings happen through the week although student attendance is not compulsory.

Vinjeru Trust School is led by a Principal who is a Christian but the teachers in the school are not required to be Christians nor attend church in order to work there. However, it is expected that teachers will uphold the values and the Christian principles of the school.

Children are not required to profess Christian faith in order to attend the school but are expected to respect the beliefs of others.

Volunteers to the school are not required to be Christians nor attend church. However, volunteers are required to be respectful of the Christian ethos of the school in their manner, in their teaching and in their relationships with students and teachers.

15 Church Training

VST encourage volunteers who do not regularly attend church to participate in introductory Christianity training sessions delivered by a church. Two examples of these course are 'Just Looking' or the 'Alpha Course'.

More information about suitable courses can be provided at the Trustee interview.

It should be noted that the expression of Christianity in Zambia may appear to be significantly different from the many expressions in the UK. As such exposure to UK Christian training may have limited efficacy when trying to understand the cultural/religious expression in Zambia.

16 Additional Information

For More practical information and guidance relating to a volunteer's stay in Kapiri then please contact us.