SAPA O'CHAU VOLUNTEER AGREEMENT

PERSONAL DETAILS

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| --- | --- |
| NAME: |  |
| ADDRESS: |  |
| DATE OF BIRTH: |  |
| EMAIL: |  |
| PERIOD OF CONTRACT: |  |

RULES

* I will not engage in sexual conduct with any of the students
* I will not have any intimate physical contact with any of the students regardless of gender
* I will not teach the students about politics and/or religion and will respect the student’s culture
* I will not enter the student’s bedroom at anytime regardless of gender
* I will not take the students to any bars, clubs or adult only premises, nor will I encourage this through my words or actions
* I will not engage in any illegal activities (eg Drug use) during my stay as a volunteer
* I will not take the students outside of Sapa O’Chau premises without the permission of Shu Tan or another member of the Board of Management. If permission is granted, students must be accompanied at all times by a staff employed by Sapa O’Chau.
* I will not post pictures of students on social media without the permission of Shu Tan or another member of the Board of Management
* I will not encourage the students in any way to return to street selling or to leave school
* I will be responsible to replace or repay the equivalent amount for loss or damage of Sapa O’Chau property that is under my charge
* I will be responsible for my own property and any rented property in my name and Sapa O’Chau is not liable for any loss or damage to this property
* I will be fully responsible for my behaviour beyond Sapa O’Chau premises and Sapa O’Chau will not be liable for any compensation or legal responsibility as a result of it
* I will immediately inform Shu Tan or a Senior Manager of any concerns I might have in regard to the overall safety and wellbeing of any student
* I will abide by the Sapa O’Chau Child Protection Policy

Note: This is not an exhaustive list. It covers the most important rules only. Other rules and policies are listed in Sapa O’Chau’s Child Protection Policy.

VOLUNTEER POLICY

Definition of 'Volunteer'

A "volunteer" is anyone who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of Sapa O'Chau. A "volunteer" must be officially accepted and enrolled by Sapa O'Chau prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of Sapa O'Chau.

Service at the Discretion of Sapa O'Chau

Sapa O'Chau accepts the service of all volunteers with the understanding that such service is at the sole discretion of Sapa O'Chau and there are sufficient places available. Volunteers agree that Sapa O'Chau may at any time, for whatever reason, decide to terminate the volunteer's services without explanation. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with Sapa O'Chau. Notice of such a decision should be communicated to Shu Tan at least three days prior to leaving.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a staff member, volunteer, student, or other person or any business involving Sapa O'Chau. Failure to maintain confidentiality may result in termination of the volunteer's relationship with Sapa O'Chau or other corrective action.

References and Criminal Background Checks

All volunteers will be required to submit two references and a criminal background check (valid within the last 6 months) prior to beginning a placement at Sapa O'Chau. The cost of the criminal background check will be met by the volunteer and must be from the volunteer’s main place of residence. The volunteer’s main place of residence is the country in which the volunteer has primarily resided for the 12 months prior to making their volunteer application. All volunteers must fill in the Volunteer Application and sign the Volunteer Agreement.

Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of Sapa O'Chau, or who fail to satisfactorily perform their volunteer duties, may be dismissed from Sapa O’Chau. Sapa O'Chau reserves the right to terminate the volunteer agreement at any time if deemed necessary. Possible grounds for dismissal may include, but are not limited to, the following: unethical behaviour such as gross misconduct, insubordination, theft of property, misuse of Sapa O'Chau materials, abuse or mistreatment of the students, staff or other volunteers; failure to abide by Sapa O'Chau policies and procedures; and failure to satisfactorily perform assigned duties.

Reporting criminal behaviour

If a volunteer participates in criminal behaviour, they may be reported to the Vietnamese police, and, if appropriate, the authorities in the volunteer’s home country. Information about our procedures for reporting and responding to concerns of child abuse is detailed in the Sapa O’Chau Child Protection Policy document.

Requirements of Volunteers

The top priority for volunteers is to improve the English of the students, and to encourage them to use English. Any suggestions for changes in the teaching programme and any difficulties should be discussed in the first instance with Shu Tan. At the same time, involvement with the students within Sapa O’Chau premises during recreation time is encouraged, always with the agreement of Shu Tan. Volunteers should familiarise themselves with, recognise, respect and be sensitive to local social and cultural values.

Volunteers provide an invaluable resource at Sapa O'Chau. Sapa O'Chau do not currently charge a placement fee to volunteers. However, Sapa O'Chau is not in a position to provide any compensation or cover any expenses incurred by volunteers during their placement at Sapa O'Chau. Volunteers will be required to cover all travel and living costs. Volunteers are encouraged to obtain travel and health insurance that covers the duration of the placement.

Each volunteer schedule will be mutually agreed with Shu Tan upon commencement of the placement and will incorporate free time and any extended leave of absence.

DONATION POLICY

Personal Donations

Although Sapa O'Chau does not charge its volunteers a placement fee, if you wish to make a donation to Sapa O'Chau please advise Shu Tan. Sapa O'Chau is very grateful for any donation made towards helping the organisation progress.

Visitor Donations

While on placement, volunteers may be approached by visitors wishing to make a donation to Sapa O'Chau. Wherever possible the Volunteer should contact Shu Tan or staff members of Sapa O'Chau. If this is not possible the volunteer should complete a donation receipt slip ensuring that the donor has signed and provided contact details and post the receipt along with the donation into the donation box and advise Shu Tan that a donation has been made.

Gifts & Money

Sapa O'Chau wishes to ensure the fair treatment of all students within Sapa O'Chau, as such Sapa O'Chau requests that volunteers do not give gifts or money to any individual student. Sapa O'Chau welcomes gifts of materials, clothing and other items but these should be given to a member of staff who will ensure the fair distribution of items amongst the students.

THE ORGANISATION:

SAPA O'CHAU agrees to accept \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ onto its volunteer programme and;

1. To provide adequate information and assistance for the volunteer to be able to meet the responsibilities of their job.
2. To ensure the satisfactory support to the volunteer and to provide feedback on performance.
3. To respect the skills, dignity, and individual needs of the volunteer and to do our best to adjust to their individual requirements.
4. To be receptive to any comment from the volunteer regarding ways in which we might naturally better accomplish our respective tasks.
5. To treat the volunteer as an equal partner with the organisation’s staff, jointly responsible for completion of the organisation’s goals and the fulfilment of its mission.

THE VOLUNTEER:

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to serve as a volunteer to SAPA O’CHAU and commit to the following;

* 1. To perform my volunteer duties to the best of my ability.

1. To adhere to Sapa O’Chau policies, rules and procedures, including any record keeping requirements and the confidentiality of school, staff and student information.
2. To meet time and duty commitments\* except in exceptional circumstances, or to provide adequate notice so that alternative arrangements can be made.

By signing this agreement, you acknowledge that you have read the Sapa O’Chau Volunteer Agreement and Sapa O’Chau Child Protection Policy documents.

\*Agreed Volunteer Hours:

Agreed and Signed by:

SAPA O'CHAU:

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VOLUNTEER:

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_