



DOHA
BRITISH
SCHOOL

AIN KHALED

Class Representative Policy



Last Review: September 2023

Next Review: June 2024

Reviewer: Policy Committee





Class Representative Policy

1. Purpose

The purpose of this policy is to capture some of the opportunities that parents have to volunteer at DBS to support communication between school and home and also to enrich the educational experiences of our students.

2. Scope

This policy applies to all DBS schools as applicable to each context.

3. Policy Statement

At Doha British School we are dedicated to fostering positive partnerships and meaningful engagement with our parent community for the betterment of our students. Our Parent Volunteer Policy underscores our commitment to creating a collaborative and constructive relationship with parents, recognising the invaluable role they play in enhancing the educational experience. We prioritise the safety and well-being of our students by ensuring that safeguarding protocols are integral to all parent volunteer activities. By working together in a spirit of cooperation and open communication, we aim to create an enriching and supportive environment where every child can thrive and succeed.

4. Class Representatives

4.1. Class representative is a voluntary initiative whose core aim is to assist Primary in bringing parents, teachers and pupils together by:

- Enhancing the communication already established throughout Primary in sending updates, reminders and information to their classes.
- Assisting teachers to create a community outside of the classroom by arranging social activities, such as parents coffee mornings or weekend play dates, and seeking volunteers for school initiatives.
- Supporting parents in the day to day tasks of school, and guiding them in the right direction when necessary.

5. Friends of DBS

5.1 Parents can also volunteer their time through the Friends of DBS - either supporting specific events and/or through more formal participation via the elected committee.

5.2 The aim of FoDBS is to bring together pupils, staff and parents in a fun environment that appeals to as many people as possible.

5.3 Throughout the school year, the team manages numerous fun-filled events, including the Winter Bazaar and Spring Fair.

5.4 More information can be found on the School Website.



6. Trips and Visit

6.1 For parents volunteering to support school trips by accompanying teachers and students, we place the highest priority on safeguarding and maintaining a professional environment. To ensure a safe and respectful experience for everyone involved, we adhere to the following guidelines:

- **Strict Adherence to Safeguarding Protocols:** All parent volunteers must strictly adhere to our school's safeguarding protocols, prioritising the safety and well-being of our students at all times.
- **No Personal Devices for Photos/Recordings:** Parent volunteers are prohibited from using personal devices, such as cameras or smartphones, to take photos or recordings during school trips. This policy is in place to respect privacy and protect the dignity of all students and staff.
- **Professional Conduct:** We expect all parent volunteers to maintain a professional and respectful demeanour during interactions with students, teachers, and other volunteers. This includes demonstrating patience, courtesy, and appropriate communication at all times.



Thank you