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Chumkriel Language School

**Welcome to Chumkriel Language School (CLS) and thank you for choosing to support our project!**

We value volunteers and have benefited greatly from them over the years. We aim to create a sharing environment where skills are exchanged and everyone learns. Our staff benefits from those who support and train them during their stay, and many volunteers continue to assist in their home countries by raising awareness of CLS and by fundraising.

### **Who We Need**

CLS values volunteers with experience in teaching (especially English as a Second Language) or who possess specific skills/training related to our organization's programs. This covers such fields as computer/IT support, library support, administration and project management, marketing and fund raising.

We prefer volunteers to stay at least four weeks as shorter stays can be disruptive for staff and students. Volunteers wishing to come for a shorter time may be considered for non-teaching roles if they offer skills useful to our organisation at the time (eg. handyman, gardening, marketing, IT services).

For certain roles, such as assisting in our Evening School classes or mentoring Evening School teachers, volunteers may be engaged by CLS for only 2 or 3 hours a day and will have the rest of the time free.

The welfare and progress of our students is paramount, so volunteering applications are carefully assessed and acceptance is not automatic.

### **Application To Volunteer**

Prospective volunteers are asked to complete and submit an [Application Form](#) at least six weeks (and preferably 3 months) before they intend to come. Groups are asked to give 3 months' notice.

If an application is accepted, before coming to CLS the applicant will be asked to provide evidence of Travel Insurance incorporating health cover, police clearance in their country of residence, and a copy of their passport.

### **Acceptance and Orientation**

Volunteering roles must fit our teaching schedule, and once an application is accepted we occasionally seek to modify a volunteer's preferred dates to suit that schedule. Further details on placement and role are then explained in an orientation session on arrival. This is also an opportunity for volunteers to ask questions.

At the orientation volunteers are given contact details of the Volunteer Coordinator who is the contact for concerns or queries which may arise during their placement. They may also discuss matters with staff during planning and reflection time, between 11am and 2pm each day. We try to solve issues together and value feedback and constructive suggestions.

As CLS is entirely dependent on donations, we ask that each volunteer bring a US\$50 payment to the initial orientation to cover staff costs of processing and orientation. This payment is not required from those who already donate to our programs or who intend to become donors during their stay.

### **Transport, Accommodation & Meals**

Volunteers must make their own accommodation, meal and transport arrangements, but CLS can provide suggestions on request.

### **Guidelines for Placement**

The following are general points relating to cultural awareness, personal behaviour, child welfare, and health and safety as guides to a volunteering experience at Chumkriel Language School that we hope will prove enjoyable and mutually beneficial.

#### Cultural Awareness

We encourage awareness of and respect for Khmer culture, and ask that volunteers

- Speak slowly and clearly and repeat patiently.
- Aren't too loud as this can be misunderstood as frustration or anger.
- Approach students in a calm manner.
- Avoid touching students on the head.
- Seek advice from Khmer staff if unsure.
- Don't preach religion or politics or seek to influence Khmer cultural practices and beliefs.

#### Scheduling and Punctuality

CLS staff work with volunteers to decide their role, where they are best located (Chumkriel or Ang Prey), and their schedule. They may be asked to work full days or just a few hours each day, depending on CLS needs and how a volunteer's experience fits these.

Volunteers are expected to treat their role in the same manner as if it were paid work, to be punctual in attendance and, except in cases of illness, to seek approval of the Volunteer Coordinator if they wish to miss a class or activity within their schedule.

#### Conduct and Child Welfare

As representatives of CLS, volunteers are asked to respect our community, our staff, our students and our environment, and to present a positive example to our community.

Child safety is our highest priority and volunteers must respect the following rules:

- Volunteers must provide a copy of their passport and a current police clearance before coming to CLS. Originals should also be brought to the introductory orientation and copies will then be kept on file.
- Volunteers should be aware of the commitments and responsibilities of staff whose primary role is to ensure efficient running of the school and to meet the educational needs of the students.

- Volunteers should maintain a teacher–student relationship, remembering our children are students, not personal friends of staff or volunteers.
- Volunteers should not work alone with students unless this is agreed beforehand with a CLS teacher or staff member.
- Giving food, drink or gifts to students is not appropriate.
- Social interaction with individual students outside school is not appropriate.
- Social interaction with CLS staff is permitted with discretion.
- Volunteers are not to give or take students’ email addresses or phone numbers without the permission of the Director.
- They must not visit students at home unless agreed beforehand with CLS management.
- Photographing students is not permitted without the permission of CLS staff or management.
- Photographs of students must not be posted on the internet unless express permission is given by the Director.
- Smoking, drinking and drug taking are strictly prohibited inside the school grounds or while engaging in volunteer activities.

Volunteers seeing or hearing of an incident they think should be questioned are to advise a staff member immediately

More detailed information on child safety for volunteers can be found at <http://www.thinkchildsafe.org>

### Dress

Volunteers are to dress appropriately:

- General appearance should be clean and neat, tattoos should be covered and piercings removed.
- If working in the classroom, shoulders and knees must be covered and low cut necklines are not permitted. Shorts may be worn if working outside rather than in the classroom.
- Hats and sunglasses should be removed before entering the school building.

### Health and Safety

- CLS staff are to be advised immediately of any accidents involving volunteers or students.
- Driving motorbikes on school grounds must be at a walking pace.
- Taking students as passengers is not permitted under any circumstances.
- Staff can assist with contacting medical services, but CLS is not responsible for accidents or injuries suffered while volunteering.

### Visitors

If volunteers wish to bring a visitor or visitors to the Centre, they must first seek approval of the Director or the Volunteer Coordinator and ensure timing is acceptable. They will then be responsible for showing the visitor(s) around without interrupting staff or student activities. Visitors are not to be taken into classrooms during classes.

Our policy on visitation can be viewed at <https://chumkriellanguageschool.org/get-involved/visitor/>

## Donations

CLS is a non-profit organisation that relies entirely on donations for its operation. It always appreciates donations but asks donors to respect the following guidelines:

- Donations must be given to CLS management, not to teachers, students or community members.
- Cash is always needed for staff salaries and running costs and is preferred to goods, but contributions of such resources as appropriate clothes, reading books, school stationery and sports balls are welcome provided needs are checked first with CLS management.

## **Commitment Contract**

At orientation and before commencing work, each volunteer is asked to read and sign a Volunteer Commitment contract which incorporates their roles and responsibilities. This document, entitled "Volunteer Roles & Responsibilities, Volunteer Commitment", can be downloaded from the website at <https://chumkriellanguageschool.org/get-involved/volunteer/> )

## **Further Reading**

The following documents containing further information which may be helpful can also be download at <https://chumkriellanguageschool.org/get-involved/volunteer/>

- How to have a positive volunteering experience
- Ideas for assisting in the classroom
- An introduction to Khmer Culture and Language
- Travel advice for Cambodia and Kampot

**We encourage volunteers to come to CLS with a positive outlook, an open mind, and a willingness to listen, learn, share and assist in a team environment. We enjoy learning about other countries and cultures and hope they will learn from ours.**



**Mr Thy**