



REQUIREMENTS FOR VOLUNTEERS

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“ONE PERSON CAN SHINE A LIGHT IN THE DARK...”

Volunteering can be a life-changing experience both for you as the volunteer and the community you are volunteering with.

Volunteering can give real purpose to your travel as well as the satisfaction that your visit has had a positive effect on the lives of the communities you visit.

Associated with volunteering, however, are significant social, cultural and environmental responsibilities which TCEC strongly uphold and actively promote.

These responsibilities are outlined in the following document which is important for you to read and consider carefully before deciding whether volunteering is for you.

If you have any questions about any aspect of the document, please contact

Carolyn Watts at carolyn@singingkites.org

THE TANOP COMMUNITY EDUCATION CENTRE ORG MISSION STATEMENT

We believe that we can contribute something of worth to people in developing countries and to show we care through supporting initiatives that present opportunities to help lift the Tanop community out of its cycle of poverty. Our purpose is to give a hand up, not a hand out.

We respect each villager, recognizing their uniqueness, dignity, worth and basic human rights.

The safety and protection of all children in our care is of paramount importance.

We believe in being partners in development with the villagers rather than doing things for them.

We believe in accessing and building skills and confidence within the village community, as this results in giving people more control over their lives, and empowering them. Through building a shared ownership and purpose, pride and self worth will result.

We support projects that revolve around providing opportunities through education, establishing micro-businesses, vocational training, awareness of the importance of improved health and nutrition, life skills and improved water quality and sanitation.

We firmly believe in the importance of providing opportunities for the Tanop Community to become sustainable, effective, and empowered.

THE STATEMENT OF PURPOSE AND REQUIREMENTS FOR VOLUNTEERING AT THE TANOP COMMUNITY EDUCATION CENTRE Org (There after known as T.C.E.C)

PURPOSE

The intention of this document is to provide a statement and description with guidelines, criteria and expectations for those persons who might be interested in, or are intending to apply to become a volunteer at TCEC.

These guidelines cover such things as:

- Policy
- Cultural Empathy
- Religious Tolerance
- Conduct
- Requirements for Volunteers
- Responsibilities and Child Protection
- Expenses
- Transport
- Accommodation and Meals
- Duration of Visit
- Workplace Health and Safety
- Monitoring Process
- Volunteer Opportunities

POLICY

TCEC policy is informed and guided by the mission statement (See section 1) This provides the overall structure of the guidelines, criteria and expectations of volunteers.

CULTURAL EMPATHY

Volunteers are required to respect the principle of cultural empathy in all of their dealings with TCEC and the wider village community. This is in accordance with the underpinning values of the establishment of the school as a non- religious, non-political community organisation.

Cambodian custom dictates modesty. It is important that clothing should at all times respect this. Language should be temperate and displays of inappropriate affection avoided.

RELIGIOUS TOLERANCE

Volunteers are guests of the community and as such should demonstrate unfailing tolerance and acceptance of the practices and traditions of the prevailing religion.

Teachings of alternative religions and discussions of religious practice and faith are outside the frame of reference of Singing Kites and the Tanop Community Education Centre and its functions.

CONDUCT

Volunteers are a significant role model for the young people in this society. As such they are required to demonstrate high personal values, responsible and thoughtful conduct and in no way compromise their position.

REQUIREMENTS FOR VOLUNTEERS

Volunteers must:

- present a copy of a blue card or police check with their Volunteer Application Form.
- show evidence of appropriate travel Insurance including medical cover for the duration of the volunteer period.
- hold a current passport.
- obtain an appropriate visa covering the duration of the volunteer's stay.
- be 18 years or older on the program start date.
- have at least a high school education.
- be fluent or near fluent English speakers if volunteering in the English program.
- have advanced computing knowledge when volunteering in the Computer Program.
- * have sufficient funds to support themselves for the duration of their stay including forward travel.
- have read our **Child Protection Policy** and familiarised themselves with this **Requirements for Volunteers** document.
- submit a verified and signed **Volunteer Application Form** and be familiar with the details in the **Volunteers' Guide**, both of which can be obtained by contacting **Carolyn Watts** at: carolyn@singingkites.org



RESPONSIBILITIES

Day-to-day responsibilities for volunteers at TCEC will have been organised between the volunteer and the Volunteer Co-ordinator prior to arrival at the school.

While at TCEC volunteers must follow the processes and instructions of the Director of TCEC or the Volunteer Program Coordinator.

Volunteers will be expected to wear their Identification card while at the school. This will be given to them on arrival.

Volunteers should be ever mindful of their contributions to the students and teachers and the inherent responsibilities they hold for their conduct. Critical and judgemental opinions of a personal nature are inappropriate. However thoughtful and creative suggestions through the correct channels are welcomed.

The giving of gifts by volunteers to students or villagers should not occur as this creates a welfare mentality and an atmosphere of begging, diminishing the villager's dignity.

Each volunteer is required to adhere to the "Duty of Care Legislation Qld" and the "Australian Child Protection Act of 1999", as well as the Cambodian Government Guidelines for Child Protection. Volunteers must be aware, and have read the Child Safety and Duty of Care summary statements provided with this document. For more information please refer to a full copy of "Child Protection Act 1999 QLD" available from the staff library at TCEC.

The **consumption of alcohol** is not permitted within the daily operations of the school.

Permission is required from the Director of TCEC for the personal consumption of alcohol on school premises at other times.

EXPENSES

Volunteers must supply their own food for the duration of their stay.

As TCEC receives no government funding of any sort and is totally dependent on fund raising and donations, we ask volunteers to contribute to the cost of accommodation while they are at TCEC. These contributions are considered a donation in support of the school and should be paid to the Director of TCEC during their stay.

Other expenses for personal day-to-day living are the responsibility of the volunteer. Accommodation costs cover:

- self contained cottages
- electricity (lighting, fans, refrigerators)
- gas for cooking
- drinking water
- bed linen, towels, cooking appliances /utensils
- mosquito nets
- weekly laundering of bed linen and towels
- daily cleaning
- wifi
- the use of bicycles

Cost for a week's stay \$15 USD pp per night.

Cost for 2-4 weeks \$10 USD pp per night.

A Singing Kites receipt will be given on receipt of payment.

TRANSPORT

Transport to and from the school is the responsibility of the volunteer. Further information and transport suggestions can be found in the VOLUNTEER'S GUIDE available on application from **Carolyn Watts** at carolyn@singingkites.org



ACCOMMODATION

Volunteers are required to stay at the accommodation provided by TCEC on campus as there are no accommodation options in Tanop Village. It must be remembered you will be staying in a traditional Cambodian village and be part of the local TCEC community.

Accommodation at the school depends on the availability and the number of volunteers at any given time.

We have separate self-contained cottages available, each with their own shower room and toilet. They are comfortable and independently equipped. Cooking and refrigeration facilities are available.

Many volunteers stay in Phnom Penh if travelling to the school for a day. However transport to and from the village is the responsibility of the volunteer.

DURATION OF VISIT

The duration of time spent at TCEC will depend on a number of factors. In general the period of time spent at the school will take into account the accommodation needs, the particular project the volunteer is involved with, the number of volunteers at the school at the time and the private commitments of the volunteer.

Minimum Stay: 1 week (5 working days)

Maximum Stay: 1 month

Changes to the above are through consultation with the Volunteer Coordinator :

Carolyn Watts at carolyn@singingkites.org

On acceptance of the Volunteer's application, the period of volunteering will be fixed prior to departure and will not be altered once fixed.

WORKPLACE HEALTH AND SAFETY

Although TCEC will do all it can to provide for the safety and well being of the volunteers, it must be noted that resources are limited and development of the project ongoing.

Parental supervision of children should be continuous and vigilant at all times.

Ultimately the responsibility for people's safety must rest with the individual.

VOLUNTEER OPPORTUNITIES

These are many and varied and depend on volunteers' individual skills, expertise and interests.

However, as education has been identified by the village as a major priority, the focus of involvement for most volunteers will be on developing and enhancing educational opportunities for students.

In this capacity, volunteers can:

- work with individual teachers both in and out of the classroom to develop teaching and language skills
- contribute to the professional development of all staff
- work with small groups of students to develop listening, reading, communication, conversation, pronunciation and vocabulary skills
- assist in the pre-school and breakfast programs
- assist in the school library
- assist in the sport, computer, art and music programs
- participate in informal conversation groups with senior students

Volunteers with non-educational skills or interests can be involved in environmental, sustainability and maintenance projects in the school and wider community such as:

- planting
- small scale construction
- recycling
- painting
- decorating
- grounds and building maintenance

We want to build your particular skills into our projects and if you decide eventually to apply to be a volunteer, you will be able to discuss with the [Volunteer Coordinator](#) what form you would like your contribution to take, and a mutually agreed program will be organised with you, prior to your arrival at TCEC.



MONITORING PROCESS

Volunteers will be assisted in the performance of their duties by the [Volunteer Assistant Officer](#).

The important work the volunteers do at the school is highly valued and is an essential element of our ongoing success. However should difficulties arise a mediation process will be followed when individual or collective wellbeing is deemed to have been significantly compromised.

TCEC reserves the right to terminate a volunteer agreement when the wellbeing of all, indicates a solution to be necessary.

In line with our Child Protection Policy, when volunteers are at the school, a TCEC staff member or administrator must accompany volunteers. There must be an awareness by all visitors of the required protocols when dealing with children.

WHAT NEXT?

We greatly appreciate your interest in our work and invite you to contact **CAROLYN WATTS** at carolyn@singingkites.org to apply to become a volunteer.





You will be staying in a traditional Cambodian village and be part of the local TCEC community.

