



BATH WELCOMES REFUGEES

Teaching Support – BWR Standard Operating Procedure

Purpose

The purpose of this document is to describe good practice for any person who is engaged in volunteer-led teaching sessions for the refugee community, coordinated and organised by Bath Welcomes Refugees (BWR).

Scope

It applies to any person who BWR engages to teach English or other subjects to refugees.

Responsibilities

All volunteer teachers must read this document and comply with the appropriate sections as well as acting in accordance with other BWR policies and procedures. Volunteer teachers are expected to attend Safeguarding training, BWR introductory training and other training which may be recommended.

Procedures

Procedure 1: Volunteer-led Teaching Support sessions

Definition: Volunteer-led teaching sessions typically comprise weekly lessons of one to two hours. These sessions are usually taught on a 1:1 basis, but students may also be taught in groups (e.g. siblings are sometimes taught together, and we also run group classes in venues around Bath). A BWR volunteer experienced and/or qualified in relevant teaching skills, is engaged to provide the refugee/s with teaching support tailored to their needs.

- Language Support Coordinators (LSCs) meets with new refugee families and individuals in early stages of BWR contact to assess their educational support needs.
- BWR Secretary forwards any enquiries from potential volunteer teachers to the LSC.
- LSC contacts the volunteer teacher and arranges an interview.
- LSC meets the volunteer teacher and interviews them about their experience and expertise: notifies them of the need for a Disclosure Barring Service check (DBS); and requests evidence of suitability to teach (for example a certificate in teaching English as a foreign language - CELTA or TESOL or similar).
- LSC arranges a DBS check for the volunteer teacher and sends them links to Safeguarding courses, suitable online resources and ensures they sign up for BWR membership.
- The volunteer teacher must have a satisfactory DBS check and have read this document before teaching commences. They must also complete an appropriate Safeguarding course and sign the BWR volunteer agreement.
- LSC matches the member with suitable refugee student(s) or invites them to attend one of the group classes.
- LSC explains to the volunteer teacher the teaching support required by the refugee student(s).



- LSC arranges an introduction meeting between the volunteer teacher and the refugee student(s) with permission of the refugee student or their parents in the case of children.
- LSC introduces the refugee student and the volunteer teacher in the student's house or an agreed venue. If the student is a child at least one of their parents should be present at this meeting and at future lessons.
- LSC adds the teacher to the BWR teacher mailing list and sends them the link for recording teaching sessions.
- Sessions then continue at the agreed venue, usually on a weekly basis. LSC carries out periodical checks on the student's progress and the satisfaction of both the student and the volunteer teacher.
- The volunteer teacher logs each lesson using the link for recording meetings and noting time, date, people present and any other pertinent information in order for the LSC to keep track of ongoing tuition and progress.
- The Teacher agrees to notify the LSC if they are no longer able to commit to the sessions, or if teaching ceases for other reasons.

Key notes:

- The volunteer teacher must treat the refugee student(s) with dignity, respect, and discretion regarding their personal information and background. Wherever possible initials, or the Julian House colour code, should be used in correspondence rather than full names of refugee students.
- The volunteer teacher must not pass refugee's phone number, name or address to anyone without the permission of the refugee student.
- LSC invites both the refugee student and the volunteer teacher to feed back any problems or needs.
- The volunteer teacher informs the LSC of any visits, outside activities, or other sessions taking place outside the usual venue.
- The volunteer teacher should not ask for the refugee student's personal information or history unless the refugee student chooses to divulge it.

Procedure 2: Courses for teaching English to Refugees

In the case of newly resettled refugees, BWR will assess the level and needs of the student and register them on appropriate accredited English language classes for speakers of other languages, such as those run by Bath College, the University of Bath and the volunteer-led teaching sessions run by BWR at Manvers Street Baptist Church and elsewhere. Children between 9-16 may be enrolled in the STAR and BWR joint-run Homework Club.

Approved by the Management Committee of BWR – June 2020