



Stepping Stones Volunteer Guidelines

Thank you for signing up with Stepping Stones! Please read the following guidelines to help us ensure your upcoming volunteer experience is safe, responsible and impactful.

General Volunteer Guidelines

- 1. Commitment** – Stepping Stones requires a high level of commitment from its volunteers. Many of our programs require a time commitment of at least once a week for a whole school term, though other schedules are possible. We also require that volunteers arrive at their destination at least ten minutes before the lesson is due to begin. Whatever your commitment, we ask that you do your best to fulfill it. If you cannot attend one of your scheduled lessons, it is your responsibility to inform Stepping Stones staff or site coordinator at least 48 hours in advance.,
- 2. Proprietary curriculum** – Volunteers are provided private access to a wealth of bespoke resources that have been developed over time by Stepping Stones. These resources are the sole property of Stepping Stones and may not be shared or distributed for profitable or non-profitable purposes without prior consent from a full-time Stepping Stones staff member or Board Member. Any questions or comments regarding this matter should be directed to us at coordinator@steppingstoneschina.net.
- 3. Volunteer referrals** –Stepping Stones requires that all volunteers complete the same registration process, participate in the standard orientation and training, and sign this Volunteer Agreement before entering the classroom as a Stepping Stones volunteer. There are no exemptions.
- 4. Photography** – Photography is welcome, but please avoid taking photos of things that could be considered sensitive. If you publish anything on a website, blog or social media, please do not include the names of the children or their school. Stepping Stones staff or volunteers will sometimes take photos or video at our project sites which may be used in our printed and electronic materials. Please let us know if you are not willing for your image to be used by Stepping Stones.

Volunteering Behavioral Guidelines

The following guidelines are to ensure your volunteer experience is as enjoyable as possible and at the same time does not compromise the future of our program or the safety and dignity of our students, their family members, teachers, schools or community centers.

1. Respect the students, their teachers, family members, school and community center staff at all times. As visitors in the classrooms, volunteers should learn and observe the school's rules and take advice from local staff on issues relating to discipline and security.
2. A local teacher or adult community center representative should always be on hand and should be sent for immediately in any emergency or dangerous situation (e.g. children fighting).
3. To ensure the safety of the students, sports and physical activity should be avoided. Volunteers are required to familiarize themselves with the school's emergency procedures before teaching in the school.

4. Never leave the students unattended during your class time. If you need to leave the classroom, ensure that there is another adult to cover for you during your absence.
5. Never go to the school and teach when under the influence of alcohol or illegal substances, regardless of volume consumed.
6. If you have a contagious illness, such as flu, please do not go to the site. Remember to give us 48 hours' notice if you cannot volunteer on a particular day.
7. Physical restraint should only be used when there is an immediate danger or a strong likelihood of a child injuring him/herself or others or seriously damaging property. If use of physical restraint is necessary, it should be performed with another staff member or volunteer present. If you restrain a child, do so in as non-intrusive a manner as possible, with force only sufficient to prevent him/her from damaging self or others. Talk gently to the child. Try to remain in control. Hitting, kicking, biting or punching by a child is never acceptable.
8. Use only appropriate and respectful physical contact with students. Respectful and affectionate physical contact, such as putting a hand on a child's shoulder or holding a young child's hand, can be supportive and encouraging. Cuddling, kissing or any other inappropriate physical contact should at all times be avoided. Never be alone with a child. In the unlikely instance of sexual advances from a student, do not make it a public issue, but gently and firmly tell the student that this is not acceptable behavior. Model healthy ways of expressing respect and affection.
9. Although it is important that you wear comfortable shoes and clothing when teaching in non-heated / non-air-conditioned classrooms, and formal dress is not required, as a role model for the students, please maintain a smart appearance, and do not show too much skin. Shorts or skirts must be at least knee length, shoulders should be covered, etc).
10. Teaching or discussion of religion and politics is strictly forbidden by Chinese law. Any contravention of this law may lead to Stepping Stones volunteers no longer being welcome to teach in Chinese schools. Please avoid these topics at all times.

Volunteers who do not follow these guidelines may be asked not to continue volunteering with Stepping Stones.

Stepping Stones Volunteer Agreement

I have read the Stepping Stones Volunteer Guidelines and sought clarification from Stepping Stones staff where any point is unclear.

I agree to abide by the guidelines.

As a representative of Stepping Stones, I will be respectful in all of my interactions with Stepping Stones staff, other volunteers, school and community center staff and students.

I am visiting/residing in China legally and have a valid Chinese ID or passport with a valid Chinese visa, and can provide copies of these to Stepping Stones.

I possess no criminal record in China or any other country.

I understand that Stepping Stones reserves the right to conduct a background check as a standard precautionary measure, before or after I am assigned to any of its programs.