



Ministry of Education, Heritage and Arts

Volunteer Checklist

Thank you for your interest in volunteering with the Ministry. Before you contact us, please ensure you have the following:

1. A letter from the Volunteer Organisation/Volunteer explaining the proposed activity. Include dates and details of previous volunteer work in Fiji schools.
 - a. Please note that to preserve learning and teaching time, volunteers are not permitted in schools in Term 3 (ie: from 26 Aug 2019). Individuals and organisations are also limited to one visit per year, and teaching volunteers must be available for one term (teaching students excepted).
2. International volunteers must be over 18 (school organised exchanges/sister school programs are not volunteer activities and are managed separately).
3. Volunteers for teaching roles must either be teaching students or hold a tertiary qualification in teaching. Teaching of English may be permitted if a TEFOL (Teaching English as a Foreign Language)/TESOL (Teaching English as Second Language) qualification is held.
4. Volunteers seeking to offer religious instruction must hold a qualification from the faith group to offer instruction in the faith, and provide a letter of authorisation from the faith group, permitting the individual to offer instruction in the faith
5. Attach (for each volunteer):
 - a. a CV, listing the emails of two supervisors or lecturers (if a Teaching student)

- b. two references (as per the Volunteer Reference Template)
 - i. two supervisor or professional references for volunteer teachers or other professionals
 - ii. one lecturer for teaching students and either ideally one supervisor from current or past employment for others and a community or professional reference
 - iii. for all others: ideally one supervisor from current or past employment for others and a community or professional reference.
 - iv. Volunteers who are Parents/Guardians of a Student at the School may be excepted from the need to provide references, depending on the nature of the activity
 - v. referees cannot be partners, relatives or members of the same household as the applicant.
- c. a copy of photo ID (passport bio-data page for international volunteers, Fiji Drivers licence for Local volunteers)
- d. copy of a valid Police Check for each country you have lived in for 12 months or longer over the past five years, as well as all countries of citizenship. (Volunteers who are Parents/Guardians of a Student at the School are excepted from this requirement).
 - i. Australia: An AFP Police Check (Code 37) is required (state/territory 'working with children/vulnerable people' checks are not designed to be used across Australian states or territories or internationally).
 - ii. UK- An International Child Protection Certificate (a DBS check is for work in the UK, not internationally).
 - iii. An FBI Records Checks is required for United States Citizens or residents
 - iv. Canada- an RCMP criminal record check
 - v. For all other locations, go to <https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations/list> and select the country, then search for police check, criminal record check, police clearance or similar.
- e. a photocopy of tertiary qualifications and transcripts showing subjects studied and grade achieved

- f. copy of professional registration certificate for anyone conducting work requiring registration eg: counsellor, psychologist, physiotherapist.
- g. a list of proposed donations
- h. details of previous work in the same school or other schools in Fiji
- i. scope of works for any proposed building, repair or maintenance work. Please note that applications may be required to the Departments of Town and Country Planning and/or Ministry of Economy, and the cost of these applications are the responsibility of the volunteer/organisation.
- j. if undertaking building, maintenance or repair work - evidence of professional indemnity and public liability insurance coverage (for volunteer organisations). Individual volunteers not working through a volunteer organisation must either have appropriate professional indemnity and public liability insurance or provide a suitable indemnity. The level of acceptable coverage (insurance policy or indemnity) will depend on the activity and associated risk.
- k. confirm that the volunteer activity and all related costs will be funded by the volunteer/organisation. The Ministry will not provide resources, housing etc.

Send the documents to volunteers.MEHA@govnet.gov.fj

Please allow a minimum of three weeks to consider requests. Last minute requests will not be entertained.

If approved, you will need:

- 6. to sign a legal document (either a Memorandum of Understanding or Indemnity)
- 7. sign a Code of Conduct
- 8. hold travel insurance (for international volunteers)
- 9. hold indemnity and public liability insurance/provide an indemnity (varies, see above)
- 10. obtain and hold registration with the Fiji Teachers Registration Board (each volunteer must hold individual registration. Organisational registration is not acceptable).

Entry will not be permitted to Schools without these documents.

11. You will also need to:

- a. fund all costs related to the volunteer activity. The Ministry will not provide you with resources, housing etc.
- b. teach the Fiji Curriculum
- c. abide by Ministry policies including the *Child Protection in Schools Policy*, in particular, volunteers must not photograph, film or record Students without the approval of the School Head and written permission of the child's parent or guardian. Breaches of this requirement are taken extremely seriously given the child protection risk posed, and may result in volunteers being removed from School property.

The Ministry reserves the right to accept only those requests that meet with Ministry's needs and stipulations. The Ministry's primary duty to students and teachers will always remain the overriding concern when considering volunteer requests.