


Hillside High School



Volunteering Policy

March 20226

School:	Hillside High School
School Link:	Amanda Ryan
Date of Governing Body Review:	March 2026
Next Review Due:	March 2028
Signed:	
Chair:	Mike Cunliffe
Principal:	Amanda Ryan

Introduction

This policy sets out the broad principles for voluntary involvement in Hillside High School. It is of relevance to all within the school, including volunteers, staff, members, and those elected or appointed to positions of responsibility. This policy is endorsed by Hillside High School's Local Governing Body and will be reviewed every 2 years, to ensure that it remains appropriate to the needs of Hillside High School and its volunteers.

***In this policy document the term 'nominated member of staff' will usually be a Subject Leader or Progress Leader.**

Commitment

Hillside High School acknowledges that volunteers contribute in many ways, that their contribution is unique and that volunteering can benefit our pupils, staff, local communities and the volunteers themselves. Hillside High School values the contribution made by volunteers and is committed to involving volunteers in appropriate positions and in ways which are encouraging, supportive and which develop volunteering. Hillside High School recognises its responsibility to arrange its volunteering efficiently and sensitively so that the valuable gift of the volunteer's time is best used to the mutual advantage of all concerned.

Definition

Volunteering is an important expression of citizenship as well as an important component of democracy. Volunteers are people who are unpaid and, of their own free will, contribute their time, energy and skills to benefit the community.

Statement of values and principles

Volunteering is a legitimate and crucial activity that is supported and encouraged by Hillside High School and is not intended to be a substitute for paid employment. The role of volunteers complements but does not replace the role of paid staff.

Appropriate steps will be taken to ensure that paid staff are clear about the role of volunteers, and to foster good working relationships between paid staff and volunteers.

Volunteers will not be used during times of industrial action to do the work of paid staff.

The volunteer role is a gift relationship, binding only in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out the tasks involved in their voluntary activity. Likewise, the school cannot be compelled to provide either regular tasks, payment or other benefit for any activity undertaken by the volunteer.

Although volunteers offer time freely and willingly without binding obligation, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both of what the school expects of volunteers and what volunteers expect of the school.

Volunteer Co-ordination

All volunteers will have a nominated member of staff (see * above) to offer guidance and advice to help the volunteer carry out tasks effectively. Volunteers will be informed of who to contact to receive support and supervision.

The nominated post holder with overall responsibility for the development of voluntary activities within the school is Mrs Amanda Ryan, Principal. This person is responsible for the management and welfare of the school's volunteers.

Recruitment & Selection

Hillside High School is committed to equal opportunities and believes that volunteering should be open to all regardless of race, gender, religion, sexual orientation, political beliefs or offending background that does not create a risk to vulnerable groups including children. The acceptance of volunteer assistance for a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out agreed tasks. The Principal will make this decision based on the application form, references and interview. Information about the volunteer not relevant to the performance of the volunteering tasks concerned will be disregarded by Hillside High School in terms of recruitment and selection.

All volunteers will be asked to complete an application form, to produce two references and will be invited to attend an interview. This will take place with the Principal and nominated member of staff (see * above). All volunteers will undergo an enhanced Disclosure and Barring Services (DBS) check.

Volunteers will have a clear and concise task description, which will be subsequently reviewed every school term. The task description will be prepared in conjunction with the volunteer and the nominated member of staff (see * above).

New volunteers will be properly inducted into the school.

Volunteers will be properly briefed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence.

Training & Development

All volunteers will be made aware of and have access to all the school's relevant policies, including those relating to volunteering, health & safety, child protection and safeguarding and equal opportunities.

The development of training and support for volunteers is a high priority for the school in order to equip them with the necessary information and skills to carry out their tasks. It will be the responsibility of the nominated member of staff (see * above), to see that this training is provided. It is the responsibility of the volunteer to attend relevant training.

Training in the supervision of volunteers will be provided for all those who have direct responsibility for volunteers.

Support, Supervision and Recognition

Volunteers will have a designated officer to whom they can take their volunteering concerns and seek guidance and support. At Hillside High School this person is Mr Ted Smedley, Inclusion Manager.

Volunteers will have access to regular support and supervision. This will enable both the volunteer and the nominated member of staff (see * above) to identify, monitor and evaluate the volunteer's involvement, recognise achievements and identify individual training needs, including that relevant to their particular volunteering role and to their wider personal development. The frequency, duration and format of these sessions will be negotiated between the volunteer and the nominated member of staff (see * above).

Volunteers will be given the opportunity, where relevant, to share their views and opinions with the school's wider staff, at staff meetings etc.

A process will be developed in order to give formal recognition of the contribution of the school's volunteers (e.g. internal awards, articles in newspapers and newsletters, thank you letters etc.) or in line with any existing process.

Insurance

Hillside High School's liability insurance policies include the activities of volunteers and liability towards them.

The school does not insure the volunteer's personal possessions against loss or damage.

Confidentiality

Hillside High School will advise the volunteer on its confidentiality policy and procedures, where relevant. This would include those relating to personal information held by the school relating to the volunteer.

Settling Differences

Hillside High School aims to treat all volunteers fairly, objectively and consistently. Hillside High School seeks to ensure that volunteers' views are heard, noted and acted upon promptly and will aim for a positive and amicable solution based on the school's guidelines for settling differences (Dignity at Work Policy)

The designated officer referred to above is responsible for handling problems regarding volunteer complaints or conduct and these should be referred to him. In the event of a problem, all relevant facts should be obtained as quickly as possible. Support will be provided by the school to the volunteer while it endeavours to resolve the problem in an informal manner. If an informal resolution proves impossible, the Multi-Academy Trust's Complaints Policy (which includes volunteers) will be referred to. If a volunteer's behaviour is repeatedly or seriously unacceptable, they may be asked to change their role, or to leave the school.

Rights and Responsibilities

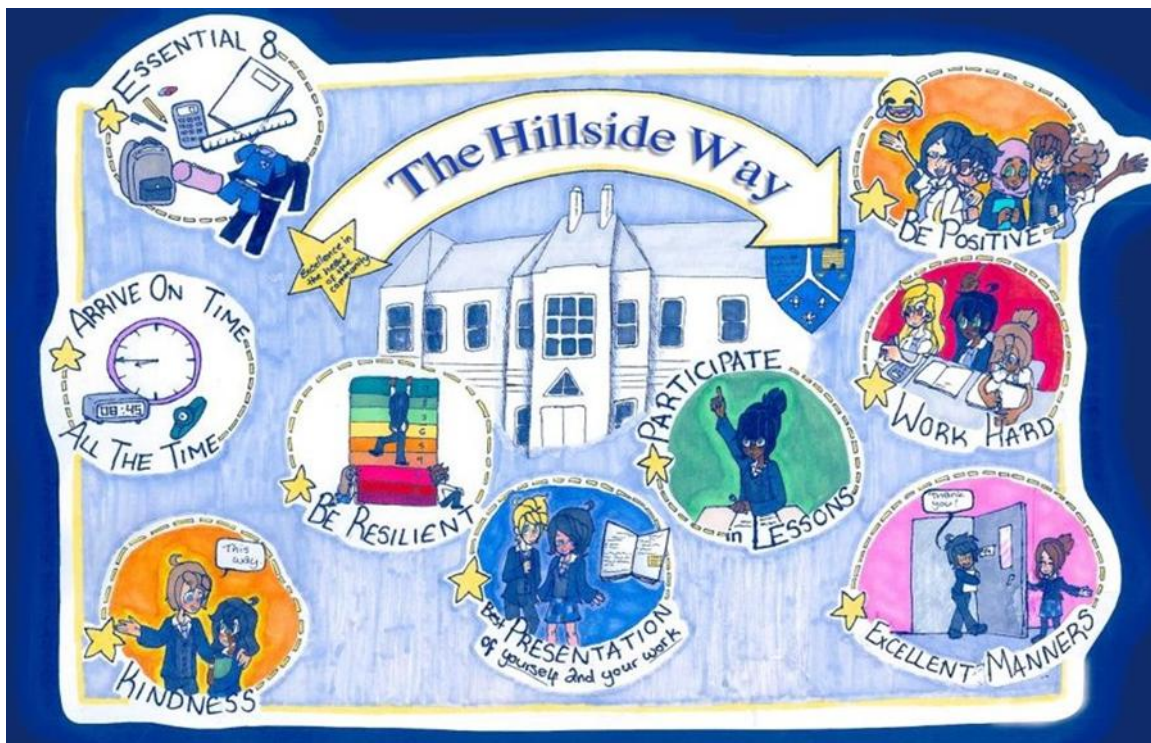
Hillside High School recognises the rights of volunteers to:

- Know what is (and what is not) expected of them.
- Have adequate support in their volunteering.
- Receive appreciation.
- Volunteer in a safe environment.
- Be insured.
- Know their rights and responsibilities if something goes wrong.
- Receive relevant out-of-pocket expenses.
- Receive appropriate training.
- Be free from discrimination.
- Be offered the opportunity for personal development.

Hillside High School expects volunteers to:

- Follow 'The Hillside Way' at all times (see below).
- Be reliable.
- Be honest.
- Respect confidentiality.
- Make the most of training and support opportunities.
- Carry out tasks in a way that reflects the aims and values of the school.
- Carry out tasks within agreed guidelines.
- Respect the work of the school and not bring it into disrepute.
- Comply with the school's policies.

Staff, Governors and Volunteers are all bound by a Code of Conduct as advised by the MAT. Staff, Governors and Volunteers should all be aware that if at any time events at Hillside High School ever came to the attention of the media then absolutely no comment should be made to any representative of the media.



Staff Commitment to 'The Hillside Way'

In order to be an effective teacher at Hillside High School I will ensure that:

- I organise all of my teaching resources in advance.
- I am punctual to all lessons and greet my class at the door with a smile and make a punctual start to learning.
- Between lessons I actively supervise the movement of pupils around the building.
- I plan out social dynamics for group and paired work.
- I prepare a seating plan that is adhered to every lesson.
- I ask pupils to make their pencil case visible on the desk.
- I prepare lessons in accordance with HC5 principles when they enter the classroom and learning objectives and outcomes are clearly displayed every lesson.
- I ensure that pupils are completing their work in line with the presentation non-negotiables.
- I take the register at the start of the lesson.
- I run an orderly lesson and don't allow pupils to shout out.
- I have clear and consistent boundaries with sanctions that follow the school's BfL policy.
- I reward pupils in line with the school's rewards policy.
- I keep the learning environment suitable for my pupils and for the next class to use the room.
- I ask pupils to stand behind their chairs and check their uniforms before dismissing the class table at a time.

Staff Dress Code

To be a role model and act as an ambassador for Hillside High School, members of staff dress appropriately and smartly in a suit or smart skirt / dress / trousers with a jacket that is worn at all times on the corridor.