

Mossley Hollins High School



Volunteer Policy

At Mossley Hollins we will ensure that at every level, in all our work and throughout all aspects of the school community and its life, all will be treated equally, with respect and dignity, free from discrimination and harassment. Each person will be given fair and equal opportunities to develop their full potential regardless of their age, disability, gender, gender-identity, race, religion or belief, sexual orientation, pregnancy and maternity (refers to staff / employment), socio-economic background and special educational needs. Our school will tackle the barriers which could lead to unequal outcomes for these protected groups, ensuring there is equality of access and that we celebrate and value the diversity within our school community. The school will work actively to promote equality and foster positive attitudes and commitment to an education for equality

Data Protection Statement

The procedures and practice created by this policy have been reviewed under our Data Protection Policy in line with GDPR.

1. Introduction

Mossley Hollins High School is committed to fostering personal and professional development by supporting the needs of past pupils, local community members, and external stakeholders. We offer volunteering opportunities for individuals seeking experience in education, administration, or other areas of the school environment.

Our school is dedicated to safeguarding and promoting the welfare of children, and we expect all employees and volunteers to share this commitment. By engaging with our volunteer program, individuals can make meaningful contributions while supporting the academic and social development of our students.

2. Categories of Volunteers

Volunteers may serve in various capacities at Mossley Hollins High School, including but not limited to the following roles:

- **Trainee Teacher Placements** (linked to universities or alternative training programs)
- **Teaching Work Experience Volunteers** (seeking experience in teaching)
- **Teaching Assistant Work Experience Volunteers** (gaining experience in classroom support)
- **Administration Work Experience Volunteers** (supporting administrative functions)

All volunteers, except for one-time visitors working in a supervised capacity, must complete a formal application and appointment process prior to their work at the school.

3. Application Process

Supporting Statement

All volunteers must submit an **Application for Voluntary Work Experience**, which includes:

- **Details of the nature of the placement**, including specific departments or roles of interest.
- **Previous experiences and skills** that can be brought to the school.
- **Motivation for volunteering**, including why the individual has chosen to work with the school and their reasons for working with young people.

The application form can be found at the end of this policy. All applications are reviewed and the school will acknowledge receipt of each request. If the school are unable to accommodate a placement, this will be communicated to the applicant.

Note: Former Mossley Hollins students cannot undertake voluntary work at the school until three years has passed since their leaving date.

4. Pre-Placement Checks

To ensure the safety of our students, Mossley Hollins High School conducts pre-placement checks based on the type of volunteer activity:

- **Enhanced DBS with Barred List Check:** Required for volunteers who will have unsupervised contact with students or be involved in regulated activities.
- **Enhanced DBS (No Barred List Check):** Required for volunteers who may have occasional or indirect contact with students but will not be unsupervised.

Review Cycle: Annually

Next Review Date: January 2026

Person Responsible: HR Manager

Approving Body: Governing Body

- **No DBS Required:** Applies to volunteers who are only observing activities and have no direct or unsupervised contact with students.

If the placement is for observational purposes only, where no unsupervised contact with pupils is made, then a DBS is not necessary. However, the school will undertake a risk assessment in this instance.

Note: If the applicant requires Mossley Hollins to apply for a DBS on their behalf, they will be responsible for covering the cost of the check.

5. Interview Process

All prospective volunteers must attend a formal interview prior volunteering at the school, during which they will:

- **Provide photographic identification** to confirm their identity.
- **Participate in an interview** to assess their motives for working in a school environment and their suitability to work with children. The interview panel, which typically includes a Faculty Leader/Manager and a Human Resources representative, will ask safer recruitment questions to gauge the applicant's understanding of working with young people and their commitment to safeguarding.

At least one member of the interview panel will be trained in Safer Recruitment to ensure the highest standards are maintained. Depending on the role, candidates may also be asked to participate in an activity to assess their suitability to work with students.

6. Successful Candidates:

Once a volunteer has been successfully appointed, the school will:

- Retain a written record of the formal interview in the individual's file.
- Collect personal information, including contact details, emergency contacts, and next of kin.
- Record details of DBS identify and other necessary checks and ensure the details are logged in the Single Central Record, for safeguarding purposes.

7. Induction

As part of their induction, all volunteers will receive the following policy documents. They will be required to read and sign to confirm their understanding and agreement to adhere to the policies while working within the school:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Staff Code of Conduct
- ICT Acceptable Use Policy

Long-term volunteers working for more than four weeks will undergo an in-person induction, including training on Child Protection and Health and Safety. This ensures they are fully prepared to work in a school environment and understand their responsibilities.

8. Volunteer Agreement

Review Cycle: Annually

Next Review Date: January 2026

Person Responsible: HR Manager

Approving Body: Governing Body

Volunteers must agree to abide by the school's policies and protocols and are expected to respect the privacy and confidentiality of all students and staff.

Failure to adhere to these guidelines may result in the termination of the volunteer placement.

MOSSLEY HOLLINS HIGH SCHOOL

Application for Voluntary Work Experience Placement

Name	
Address	
DOB	
Telephone number	
E-mail	

	Yes	No
Have you previously worked at Mossley Hollins?		
Are you a previous pupil of Mossley Hollins?		
If yes, when did you leave? (Please note we are unable to offer a placement if you have left within the past 3 years)		
Do you have a current enhanced DBS check?		

Desired dates of placement	
Desired length of placement	

Please give **details of the nature of the placement** you are seeking in the box below (e.g. specific department/ lesson observations/ teaching experience etc.

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Please submit a **supporting statement** (in the box below) to include:

- Your reasons for seeking this placement
- Current and previous education, training and experience
- Any skills you feel you can bring to the school
- Reasons why you have chosen our school
- Your motivation for wanting to work with young people

Signed _____

Date _____