



# Hillside Primary School

## Volunteer Procedures

Date Approved: November 2016

**Once completed in full, please return to Mrs Wilden in the school office.**

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Email: [office@hillsidecp.net](mailto:office@hillsidecp.net) Website: [www.hillsidecp.net](http://www.hillsidecp.net)

*Please refer to the Trust's comprehensive Workforce Data Privacy Notice on it's website or hard copy held by the school office which records how we use information about you and what we with it.*

# Hillside Primary School

## Volunteer Procedures

### Introduction

Volunteers at our school bring with them a range of knowledge, skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community.

#### Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Parent Ambassadors
- Ex-pupils
- Students on work experience
- University/College students (which may include teacher trainees)
- Ex-members of staff
- Local residents
- Members of Friends of Hillside (PTA)

The types of activities that Volunteers engage with in order to support children's learning in school include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Working with children on the computers
- Accompanying school visits
- Playing games (with a learning focus)
- Extra-curricular activities

### Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing children read, will need to speak to the Assistant Headteacher, who oversees the deployment and monitoring of volunteers within the school.

Volunteers should complete the *Volunteer Information Sheet* (Appendix 1) with their contact details, type of activities they would like to help with, and the days/times they are available to volunteer. An email to the school detailing this information is also acceptable.

Before their first day in school, volunteers should complete the *Volunteer Agreement* (Appendix 2), where Volunteers are required to sign to confirm that they have received a copy of this Volunteer Procedure. At this point a Volunteer will also be provided with a *Volunteer's Guide* (Appendix 7).

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school ethos which is underpinned by the school's values, the Hillside MUSTs and ALT's Code of Conduct for All Adults.

Where a Volunteer is engaged in volunteering to assist in an 'Off site' event, e.g. helping supervise a group of children as part of a class visit, formal checks may not be necessary. These volunteers, who are under constant supervision by school staff, must read and sign our *Off-site Visit Agreement* (Appendix 3).

## **Work Experience Students and College Placements**

Voluntary positions for work experience students and College/University placements may be made directly by training providers who would contact the Assistant Headteacher to arrange this. We recommend that all student volunteers should make contact and where possible visit the school for a preliminary visit prior to starting a placement. On the first day of placement all students are required to present their DBS certificate, College ID and other ID e.g. passport, driving license or birth certificate to the schools HR officer. Some colleges e.g. Suffolk New College and Suffolk One stipulate that their students wear their college polo shirts whilst on placement.

## **Safeguarding**

The welfare of our children is paramount. To ensure the safety of our children,

- all our volunteers have to attend a 'Safeguarding Induction', which involves some preparation by reading Part 1 of the Keeping Children Safe in Education and our Acceptable Use of ICT Policy \*.
- Long term volunteers will be expected to attend Level 2 Safeguarding training at a later date, with other school staff.
- volunteers who will be engaged in regulated activity with direct access to EYFS, or children up to the age of 8 during extra-curricular activities, must complete the '**Disqualification by Association**' form (Appendix 6)
- Volunteers who will be engaged in regulated activities in school with pupils, and not under constant supervision, will have to complete a **DBS Application** (previously CRB). The DBS check is completed online at school at a meeting with the school's HR Officer. Details of the types of ID required for the application will be provided before the meeting. For details please refer to Appendix 4 and 5. Volunteers will need to bring in the original DBS certificate which will be sent to the applicant's home address. Most DBS applications for volunteers are free, but, if there is a charge, the individual will have to bear the cost.
- Volunteers sign a volunteer log at the same time as signing the visitors book, to ensure the DBS check remains valid. Breaks in volunteering periods longer than 3 months will require a new DBS to be undertaken.
- There may be occasions when the school can accommodate volunteers in unregulated activity, ie in contact with children without DBS checks being completed. However, these volunteers have to be supervised at all times by a member of staff, which may be difficult to arrange as it could detract from the quality of teaching and learning. Therefore, requests will only be considered in extra-ordinary circumstances and for a limited period of time.
- For volunteers other than parents and college/school students, it may be necessary to take up references.

\*- Further information on the use of Mobile Phones and Social Networking sites for Volunteers can be found on the *Volunteers Guide* (appendix 7).

## Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about children's behaviour, learning and progress within lessons and/or tasks should be voiced with the Classteacher and NOT with the parents of the child or persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and, if taken out of context, can cause distress to the parents/carers of a child if they hear about such issues through a third party rather than directly from the school.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy Headteacher.

All volunteers receive 'safeguarding training'. Any volunteer who has a concern over a child's physical/emotional state or who overhears or is told anything that warrants concern must report it (on a pink form, which can be found in each classroom, at the school office or in the staffroom). It should be passed on **immediately** to one of our Designated Professionals for Safeguarding Children, who are Mrs Mitchell, Mrs Leitch, Mrs Leonard and Mr Abbott, via the Inclusion Office.

In order to maintain confidentiality within the school, volunteers (other than those who are undergoing a placement through a teacher training provider) are not permitted to use the staffroom. Other facilities (e.g. Meeting Room 2, next to the library, where there are catering facilities) may be provided for volunteers to take a break if required.

## Supervision

All volunteers work under the direct supervision of the Classteacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers will be given clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour. Volunteers will never be left with a class of children unsupervised. Volunteers who work with groups of children or individuals outside the classroom are always advised to do so in an open and visible space e.g. in a learning zone or a corridor outside a classroom.

## Health & Safety

There is a shared responsibility for the health and safety of and amongst all staff, pupils, families and visitors at Hillside. Volunteers are provided with a Health and Safety induction briefing with the Senior Site Manager. Classteachers will ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Classteacher and/or a member of the Site team.

## **Emergency Evacuation Procedure**

If you discover a fire, activate the nearest Fire Alarm Call Point.

If you hear the fire alarm, evacuate the building by the nearest safe exit and make your way to the Muster Point on the back field. Do not stop to collect your belongings.

Report any relevant information to the Chief Marshal, usually the Headteacher. Assemble in a group with other non-teaching staff and visitors to enable a rapid roll-call.

You should remain at the Muster Point until you have been told it is safe to leave.

## **Complaints Procedure**

Any complaints made about a Volunteer will be referred to the Assistant Headteacher. The Headteacher or Assistant Headteacher reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a Volunteer, e.g. helping with another activity or in another class;
- Inform the Volunteer that the school no longer wishes to use them.

The full Complaints Procedure is set out on the school website.

## **Monitoring and Review**

This Procedure will be reviewed annually and updated in the light of new guidance from either the DfE or the Active Learning Trust.

Produced: November 2016

### **Appendices:**

Volunteer information sheet  
Volunteer agreement  
Offsite Volunteer agreement  
Documents required for a DBS check  
Disqualification by Association information  
Volunteers guide

### **Related Documents:**

Keeping Children Safe in Education (Part 1)  
Safer Recruitment Policy  
Safeguarding and Child Protection Policy and Procedures Handbook  
ALT Code of Conduct



## **APPENDIX 1**

### **VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS**

Name of Volunteer:

Date of Birth:

Other names known by (including maiden names):

Address:

Email:

Phone:

Why do you wish to volunteer at Hillside?

What is your relationship with the school e.g. parent?  
*(Depending on your reason for volunteering here it may be necessary for us to obtain references)*

What skills / areas would you like to help with in school e.g. hearing readers?

- 
- 
- 
- 

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? *(please give details)*

*Thank you for taking time to complete this Volunteer Information Sheet.*

*Please hand it to the Assistant Headteacher via the School Office.  
Your offer of help is appreciated and we will be in touch shortly*



## APPENDIX 2

### **VOLUNTEER AGREEMENT**

Thank you for offering your services as a Volunteer at Hillside Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it into the school office. You will receive a copy of this agreement and the Volunteers Policy for your records.

Please tick to agree to the following statements.

- I have received a copy of the School's Volunteer Procedure
  
- I agree to support the School's Ethos, Aims, Values and Hillside MUSTs and associated policies
  
- I agree to treat information I learn from being a Volunteer in School as Confidential

#### REGULAR VOLUNTEERS

I understand that I may be required to complete a 'Disqualification by Association' form (working in EYFS or children up to 8 years of age in extra-curricular activities) and undergo a DBS check to assure the school of my suitability as a volunteer, and to attend a Safeguarding Induction. I also understand that it may be necessary for references to be taken before I can volunteer within the school

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Safeguarding & Child Protection Training attended on

Date: \_\_\_\_\_

## STUDENT AND WORK EXPERIENCE AGREEMENT

### HILLSIDE PRIMARY SCHOOL

#### Work Experience/Student Placement Information and Checklist

Name .....

Name of school/college .....

Dates in school: From ...../...../20..... - ...../...../20.....

#### **For 16 year olds and over:**

I will provide the school with the following:

Student ID – Sixth form/FE college/university students

DBS Certificate – Sixth form/FE college/university students

I have read Part 1 of Keeping Children Safe in Education  
Information provided to the school will be kept securely and confidentially on  
our Single Central Record.

#### **Information for all students:**

You are expected to be at the school by 8.15am, unless other arrangements have been agreed. You should wear your school uniform or college t-shirt or, If you are on a long-term university placement, suitable smart clothing (no jeans, please) and sensible shoes (no trainers).

Your class teacher will tell you where you can store your coat and belongings, but we advise that you do not bring anything of value into the school. We ask that mobile phones are not used in school during the day. You may wish to bring in a bottle of water, but no fizzy drinks. If you are in school for a full day, your class teacher will let you know where you can eat your lunch.

Regrettably, work experience students cannot use the staff room. Smoking is not permitted anywhere on the school site.

#### **Students on short term placements:**

I understand that I will be supervised at all times and that the teacher will have responsibility for the class at all times. I understand that I will be given clear guidance on what I am undertaking each day.

If I am aware of any hazards, or have any concerns, then I must raise these with the class teacher immediately, this includes any concerns over a child's physical or emotional state or if I suffer a personal injury.

I will adhere to the school's code of confidentiality. Comments regarding a child's behaviour or learning are highly sensitive and should not be discussed outside the classroom or with the parent/carer; this responsibility lies with the class teacher.



**Students on long term placements:**

I have read and understood the previous paragraph relating to students on short term placements, and am aware that I will be asked to attend short safeguarding and health & safety inductions, and to sign the Acceptable Use of IT Policy. I will also sign and return the Disqualification by Association form, if applicable.

**Health and Safety:**

The school has a Health & Safety Policy and this is made available on request to any work experience and student placements working in the school. Class teachers will ensure that all work experience and student placements are clear about emergency procedures in the area that they are working (eg route of emergency evacuation) and about any safety aspects associated with a particular task (eg using equipment, accompanying on school visits). All visitors need to exercise due care and attention and report any hazards or concerns to the class teacher or site team.

Signed .....

Name ..... Date...../...../20.....



## **APPENDIX 3**

### **OFF-SITE VISITS VOLUNTEER AGREEMENT**

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip.

Please read, sign and return this appendix to the trip leader who will return the signed form to the classteacher/trip organizer. This is part of our school's risk assessment planning.

#### **Role of the Volunteer Helper**

- To be responsible and look after all of the children in your group
- To stay with your allocated group of children, ensuring that their well being and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all be considered ambassadors of our school.
- To ensure that your group keep up with the main school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's Classteacher or lead member of staff if there are issues with first aid, safety and/or behaviour

#### **Working alongside school staff**

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/ labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- Follow guidance from the school staff.

#### **Safeguarding**

- We recommend that you are never left alone with a child or group of children.
- Do not take a child or group of children to the toilet alone. If a child in your group needs the toilet please speak to a member of school staff.
- If at any point on the trip a child discloses any information to you or you witness anything that warrants concern, this must be reported to the Trip Leader immediately. It is also important that you record this information in writing on a

'pink safeguarding' form and sign it when you return to school. This then needs to be passed onto the trip leader. Any information must be kept confidential and not shared with any other person.

- If we know of any reasons why you should not accompany us on a school trip e.g. due to declarations on a DBS check, the school reserves the right decline your offer of help.

### **What is not permitted**

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to partake in or promote smoking, drinking alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give or buy their group treats e.g. ice-cream, biscuits, sweets, gifts at any time.

### **First Aid**

For each school visit, there will be at least one staff member responsible for first aid. All medicines and first aid box(es) will be carried by staff. In the case of asthma, the child will be responsible for carrying their own inhaler.

You will be informed if any child in your group has medication or particular needs, such as asthma. If (prescribed) medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine in which case you will be asked to administer this.

### **Emergencies**

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone the school on 01473 601402.

Please tick to confirm that you adhere to the following statements.

I have read and understand the information above.

I agree to the terms and conditions as stated in this agreement.

I will support the young people in enjoying the trip and actively contribute to the smooth running of the activity.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_



## **APPENDIX 4**

### **Documents required for a DBS Check**

**All applicants must provide documents containing their date of birth and current address.**

**If an applicant has at least one Category 1 document, it must be provided as part of their DBS application.**

#### **Route One**

Applicants with a Category 1 document must produce 3 documents:

- One from Category 1; and
- Two from Category 1, 2a or 2b.

#### **Route Two**

Applicants who don't have a Category 1 document must produce 3 documents:

- One from Category 2a; and
- Two from Category 2a or 2b

#### **Route Three**

Applicants unable to meet the requirements of route one and two must produce 5 documents:

- Non-original birth certificate (issued more than 12 months after birth);
- One from Category 2a; and
- Three from Category 2a or 2b

See Appendix 5 for document details in each Category.



## APPENDIX 5

### Documents required for a DBS Check continued

#### **Applicant Identification**

The number of documents required will depend on which route is being followed. When enough documents have been selected, the system will notify you. Original documents must be produced for the identity check. At least one document must verify the applicant's current address (documents containing addresses are marked with \*) and one document should display the applicant's date of birth.

#### **Document Category 1 - Primary Trusted Identity Credentials**

- |                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | A Current Valid Passport (Any Nationality) | <input type="checkbox"/> | A Current Driving Licence (UK) (Full or provisional) - Isle of Man /Channel Islands; Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey) *  |
| <input type="checkbox"/> | Biometric Residence Permit (UK)            | <input type="checkbox"/> | An Original BRITISH Birth Certificate (UK) - issued at the time of birth (less than 42 days from the date of birth); Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable) |

#### **Document Category 2a - Trusted Government/State Issued Documents**

- |                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Birth Certificate (UK and Channel Islands) - (issued after the time of birth (more than 42 days from date of birth) by the General Register Office/relevant authority i.e. Registrars - Photocopies are not acceptable). | <input type="checkbox"/> | A Current Non-UK Photo Driving Licence (valid for up to 12 months from the date the applicant entered the UK) * |
| <input type="checkbox"/> | Marriage/Civil Partnership Certificate (UK and Channel Islands)  | <input type="checkbox"/> | Adoption Certificate (UK and Channel Islands)   |
| <input type="checkbox"/> | A Current Driving licence (UK) - (old style paper version) *   | <input type="checkbox"/> | Fire Arms Licence (UK and Channel Islands) *  |

#### **Document Category 2b - Financial/Social History Documents**

- |                          |   |                          |  |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Bank/Building Society Account Opening Confirmation Letter (UK) *  | <input type="checkbox"/> | Cards carrying the PASS accreditation logo (UK and Channel Islands)  |
| <input type="checkbox"/> | Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only - valid only for applicants residing outside of the UK at time of application) * | <input type="checkbox"/> | Letter from Head Teacher or College Principal - (16/17 year olds in full time education - (only used in exceptional circumstances when all other documents have been exhausted). * |
| <input type="checkbox"/> | EU National ID Card   |                          |  |

#### **The following documents must have been issued within the past 12 months:**

- |                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | P45 certificate statement (UK & Channel Islands) *                           | <input type="checkbox"/> | British Work Permit / VISA (UK) (UK Residence Permit) (valid up to expiry date) |
| <input type="checkbox"/> | Council Tax Statement (UK & Channel Islands) *                               | <input type="checkbox"/> | P60 certificate statement (UK & Channel Islands) *                              |
| <input type="checkbox"/> | Mortgage Statement (UK or EEA) - (Non-EEA statements must not be accepted) * | <input type="checkbox"/> | Financial Statement - e.g. pension, endowment, ISA (UK) *                       |

#### **The following documents that must be less than 3 months old.**

- |                          |   |                          |   |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Bank/Building Society Statement (UK and Channel Islands or EEA) (Non-EEA statements must not be accepted) * | <input type="checkbox"/> | Credit Card Statement (UK or EEA) (Non-EEA statements must not be accepted) * |
|--------------------------|---|--------------------------|---|

#### **Correspondence Documents from**

- |                          |   |                          |  |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Benefit Statement - e.g. Child Allowance, Pension * | <input type="checkbox"/> | A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands) - e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security. * |
|--------------------------|---|--------------------------|--|

#### **Utility Bills Such As**

- |                          |                              |                          |   |
|--------------------------|------------------------------|--------------------------|---|
| <input type="checkbox"/> | Electricity Bill/Statement * | <input type="checkbox"/> | Water Bill/Statement *                            |
| <input type="checkbox"/> | Gas Bill/Statement *         | <input type="checkbox"/> | Telephone Bill/Statement (Not Mobile Telephone) * |



## **APPENDIX 6**

### **Disqualification by Association Information**

The DfE issued the **Disqualification under the Childcare Act 2006** in June 2016. This means that people who are disqualified cannot work in some Early Years (age 0 to 5) and Later Years (up to age 8) settings. The criteria for disqualification under the 2006 Act and 2009 Regulations include those set out in the list below:

- inclusion on the Disclosure and Barring Service (DBS) Children's Barred List;
- being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2009 Regulations;
- certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2009 Regulations;
- refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2009 Regulations;
- living in the same household where another person who is disqualified lives or is employed (disqualification 'by association') as specified in regulation 9 of the 2009 Regulations;
- being found to have committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom.

The above list is only a summary of the criteria that lead to disqualification. You can access the full document at this link

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006> or by putting the title into an internet search engine such as google.

The document explains where to find the full list of disqualification criteria and what happens when someone is disqualified.

You will be advised if you are required to complete the declaration. If applicable, please complete the statement below and return it to the school's HR Officer via the main office. This declaration will be kept on our Volunteer file. If for any reason you feel unable to complete this declaration please speak to the school's HR Officer as a matter of urgency.

**Declaration: Disqualification and Disqualification by Association**

I understand the requirements of the DfE document Disqualification under the Childcare Act 2006 issued June 2016 and confirm that I am not disqualified and, to the best of my knowledge, no one who lives or works in the same household as me is disqualified.

I understand and accept that I must inform the Headteacher immediately if I become disqualified or if I become aware that anyone who lives or works in my household becomes disqualified.

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_



## VOLUNTEERING AT HILLSIDE

Thank you very much for agreeing to come and volunteer at Hillside. Your support is very much appreciated by the staff, parents, children and Governors of the school, and our sponsors, Active Learning Trust. We teach pupils from 3 - 11 years, from Nursery through to Year 6.

Here are a few things you need to know about volunteering in our school

### Safeguarding

If you have any concerns regarding the welfare of a child in our school you must report these concerns to one of the Designated Professional for Safeguarding: Mrs Mitchell, Mrs Leonard or Mrs Leitch. In order to keep yourself safe please make sure you are never alone with a child.



*Please make sure you sign in/out at the office and pick up a visitors sticker.*

### Staff room

Please note that the staff room is not for use by our volunteers. The classteacher with whom you are based will explain where you can eat your lunch if you are with us for the day. You are welcome to keep a bottle of water with you – no fizzy drinks please.



### DBS Checks

All regular volunteers must hold a DBS Certificate – applications are completed online. Please speak to the schools HR Officer.



### Names

Volunteers will be referred to as Mr, Miss, Ms, Mrs... whilst in school.



### Personal belongings

Your class teacher will let you know where you can store your coat and personal belongings. Please do not bring anything of value to school with you. Any belongings, including vehicles, you bring of value is done so at your own risk.

Car parking spaces are limited, and there are likely to be occasions when you will need to park on the road.



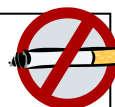
### Confidentiality

Anything you see or hear about a pupil(s) whilst volunteering with us must remain confidential and should not be discussed outside of school. Breach of confidentiality is taken very seriously and may result in you being asked not to volunteer with us any more



### Smoking

Please be aware you are not permitted to smoke (including e-cigarettes anywhere on the school site.



### Facebook and Mobile Phones

Hillside operates an 'Acceptable Use Policy'. Please do not attempt to be a 'friend' of any pupils or staff from the school on social network sites. Comments about the school, pupils or your time with us in school should not be put onto any social networking site. We appreciate that you may need to bring a mobile phone to school but please refrain from using it during the school day in any areas accessed by pupils.



### Dress code

Hillside does not operate a set dress code however when dressing to come into school please remember you will be working in a professional environment. We ask that you do not wear jeans, trainers or low cut tops. If hair is long it should be tied back.



*Hillside expects all staff and volunteers to*