

# Oldham Inspiring Youth

## Staffing and Volunteer Policy

(Adopted: 06/09/2025, Review Date: 30/08/2027)

## 1. Purpose

This policy sets out Oldham Inspiring Youth's (OIY) approach to the recruitment, management, support, and recognition of staff and volunteers. It ensures that all individuals working with OIY do so in a way that supports our charitable objectives and protects the welfare of children, young people, and vulnerable adults.

## 2. Scope

This policy applies to:

- All **paid staff** (permanent, fixed-term, or casual).
- All **volunteers** (regular, ad-hoc, or sessional).
- Trustees and contractors where relevant.

## 3. Principles

- **Equality & Fairness** – All individuals will be treated with dignity and respect, in line with the Equality Act 2010.
- **Safeguarding First** – The safety and wellbeing of children, young people, and vulnerable adults is paramount.
- **Transparency** – Recruitment, supervision, and conduct will be managed consistently and openly.
- **Recognition** – The contribution of both staff and volunteers is valued and celebrated.
- **Accountability** – Staff and volunteers are expected to uphold the Code of Conduct and OIY's policies at all times.

## 4. Recruitment and Appointment

- All staff and volunteers are recruited in line with OIY's **Applications, Recruitment and Selection Policy**.
- All posts have a clear role description and person specification.
- Appointment is subject to references, DBS checks (where appropriate), and completion of an induction programme.

## 5. Induction and Training

- All new staff and volunteers complete the **OIY Induction Checklist**, covering:
  - Safeguarding and child protection
  - Code of Conduct
  - GDPR and confidentiality
  - Health & Safety
  - Equality and inclusion
- Training needs are identified during induction and reviewed regularly.
- Mandatory safeguarding refresher training is provided annually.

## 6. Supervision and Support

- **Staff** – Receive formal supervision at least every 6–8 weeks and an annual appraisal.
- **Volunteers** – Receive informal supervision at least quarterly, plus a review at the end of probation and annually thereafter.
- All individuals have access to a line manager for ongoing support.
- Volunteers may also be allocated a “buddy” for additional peer support.

## 7. Code of Conduct

- All staff and volunteers must comply with OIY’s **Code of Ethics and Conduct**, which sets out standards for safeguarding, professionalism, behaviour, and accountability.
- Breaches of the Code will be addressed through OIY’s disciplinary or volunteer management procedures.

## 8. Recognition and Development

- OIY recognises the contribution of staff and volunteers through regular feedback, celebration events, and inclusion in decision-making.
- Where possible, OIY will support training and development opportunities.
- Volunteers may request references after six months of satisfactory service.

## 9. Problem-Solving and Complaints

- **Staff** – Concerns will be addressed through OIY’s disciplinary and grievance procedures.
- **Volunteers** – Issues will be addressed through a clear problem-solving process (informal discussion, written warning, termination if necessary).
- Complaints about OIY’s management of staff or volunteers will be dealt with under the Complaints Policy.

## 10. Safeguarding

- All staff and volunteers are required to prioritise safeguarding and follow OIY’s Safeguarding Policy.
- Any concerns must be reported immediately to the Designated Safeguarding Lead (DSL).
- Failure to comply may result in dismissal or referral to statutory authorities.

## 11. Review

This policy will be reviewed every two years or sooner if legislation, safeguarding standards, or organisational needs change.