

Volunteer Policy

January 2018

Also available in large print (16pt)
and electronic format.

Ask Student Services for details.

www.perth.uhi.ac.uk



Version Control History

Version Number	Date of Change	Summary of Revisions Made
1	June 2017	First Draft – Sean Bolton
1.2	29 January 2018	Footer Update to reflect ownership and lead author titles.

Uncontrolled when Printed

Perth College UHI Volunteer Policy

1 Purpose

- 1.1 The purpose of this policy is to set out how Perth College UHI will source and manage volunteers and their activities.
- 1.2 Perth College UHI recognises the immense benefits that volunteers bring to the college, and the bridges that they build between the college and the local community. In return, the college aims to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences.
- 1.3 Perth College UHI will offer a range of volunteering opportunities and, in accordance with its equal opportunities and diversity policies, to ensure that the opportunity to volunteer is widely available.

2 Scope

- 2.1 This policy will apply to all volunteers and the activities they undertake throughout all Perth College UHI departments and curriculum areas.

3 Definitions

- 3.1 A volunteer is a person who gives freely of his/her time, skills and experience without expectation of financial reward. Volunteering can take many forms. Some tasks require particular skills whereas others require none. Volunteering may be for a limited time to complete a particular project or may be on an ongoing basis.
- 3.2 A volunteer is not an employee and will not have a contract of employment with Perth College UHI. Perth College UHI will agree a role with the volunteer and there will be an expectation that the volunteer will meet the role's requirements and that Perth College UHI will provide work for the volunteer. However, the volunteer is free to refuse to fulfil the role and the college is not bound to provide the work. It is also expected that both the college and the volunteer will give as much notice as possible if unable to meet these expectations.

4 Key Principles

- 4.1 Roles suitable for volunteers will be identified on the Perth College UHI website. The volunteering page will set out the requirements of the role and the skills or experience needed, as well as any training that is required before the volunteering work is undertaken.
- 4.2 Volunteers will not be used as substitutes for employees. Volunteers will not be used to cover sickness absence of staff. Volunteers will not be used to cover staff in times of industrial disputes.

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Owner: Head of Human Resources and Organisational Development
Lead Author: HR Projects
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- 4.3 Volunteers can only be engaged directly by Perth College UHI. Contractors, sub-contractors and consultants working in conjunction with Perth College UHI cannot engage volunteers.
- 4.4 A person wishing to become a volunteer will be asked to complete an application form. The applicant will be asked to identify areas in which he/she would like to volunteer. If Perth College UHI is able to match the applicant to a suitable role, references will be required and, depending on the nature of the role, the prospective volunteer may be required to undergo a health and/or criminal records check.
- 4.5 **Volunteering Agreement**
- 4.5.1 The volunteer will be invited to enter into a volunteering agreement with Perth College UHI. This agreement will identify:
- 4.5.2 The volunteer's role.
- 4.5.3 The training the volunteer is expected to undertake.
- 4.5.4 The expenses Perth College UHI will pay to the volunteer.
- 4.5.5 The insurance cover that will be provided for the volunteer.
- 4.5.6 Who will supervise the volunteer, and
- 4.5.7 The notice to be given to a volunteer if his/her role is to come to an end.
- 4.5 **Training**
- 4.5.1 Perth College UHI will provide any necessary training required for the role, including Health and Safety training.
- 4.6 **Health and Safety**
- 4.6.1 Perth College UHI has a responsibility for the health and safety of volunteers. Volunteers should at all times follow Perth College UHI's health and safety policies and procedures. Volunteers have a duty to take care of themselves and others who might be affected by their actions. Volunteers should not act outside their authorised area or work. Volunteers shall report all accidents to their supervisor.
- 4.6.2 Perth College UHI will provide volunteers with appropriate guidance on any health and safety issues that arise.
- 4.6.3 Volunteers are not covered by the Working Time Regulations. Consideration should be given to all volunteers and the hours they are providing. Volunteers should not be asked to nor offer to provide excessive hours of volunteering.

4.7 **Recompense**

4.7.1 Volunteers are unpaid. However, Perth College UHI will reimburse volunteers for reasonable travel and subsistence expenses. This will entail reimbursement against receipts, in accordance with the procedures and rules set out on the claim for travel and subsistence expenses form. The form can be found on PerthNet.

4.8 **Policies and Procedures**

4.8.1 Volunteers are expected to comply with all Perth College UHI's policies while they are on its premises or undertaking any of their volunteering duties. Their induction will include an explanation of these policies and procedures.

4.9 **Insurance**

4.9.1 Perth College UHI will ensure that volunteers are covered for insurance purposes in respect of personal injury. Perth College UHI will also ensure that volunteers are provided with professional and public liability insurance. The insurance will not cover unauthorised actions or actions outside the volunteering agreement.

5 **Confidentiality**

Volunteers are likely to become aware of confidential information about Perth College UHI, its staff, customers and suppliers. Volunteers shall not disclose this information or use it for their own or another's benefit without the consent of the party concerned. This does not prevent disclosure once the information is in the public domain (unless it has been made public as a result of the volunteer's breach of confidentiality) or where the law permits or requires disclosure.

5.1 **Supervision**

A supervisor will be appointed to support and manage the volunteer. The appointed supervisor will sign the Volunteer Agreement on behalf of Perth College UHI. The supervisor will review the arrangements after three months and thereafter on a regular basis. If the volunteer has any queries or would like to change his/her role this should be discussed with the supervisor.

5.2 **Dealing with Problems**

5.2.1 The supervisor will normally try to solve any problems informally, but if this is not possible the Perth College UHI Complaints Handling Procedure will be applied.

5.2.2 If the volunteer wishes to make a formal complaint he/she should put the complaint in writing to his/her supervisor. If it is not possible to reach a solution the volunteer may raise the matter with the supervisor's manager.

5.2.3 If a complaint is made about a volunteer, this will be notified to him/her in writing and the supervisor will decide whether any action should be taken. If the volunteer is dissatisfied with the decision he/she may raise it with the supervisor's manager.

5.3 Volunteer Drivers

5.3.1 Any volunteers who will be transporting equipment or people using a vehicle provided by Perth College UHI must have a valid driving licence. They will be covered by Perth College UHI's insurance policy. Where the volunteer will be using his/her own vehicle, he/she must provide a copy of the vehicle's insurance policy and, if appropriate, the MOT certificate.

5.3.2 The volunteer must report any accidents to Perth College UHI. He/she must also report any motoring offences or police cautions to Perth College UHI. Perth College UHI will not pay any parking fines accumulated by the volunteer.

5.4 Volunteer's Pack

5.4.1 On commencing his/her volunteer work, the volunteer will be given a pack containing:

- General information about Perth College UHI.
- A copy of this volunteering policy.
- A standard volunteering agreement.
- Details of where he/she can access Perth College UHI's policies and procedures.
- Information on other volunteering opportunities that are available.

6 Responsibilities

Specific duties relating to this policy are detailed below.

6.1 Vice Principal of Human Resources and Communications

It is the responsibility of the Vice Principal of Human Resources and Communications to review and update this policy and ensure an EIA is carried out on this policy.

6.2 Heads of Departments, Heads of Curriculum, Managers

It is the responsibility of all Heads of Departments, Heads of Curriculum and Managers to:

- Ensure that their staff and volunteers within their area are aware of this policy.
- Ensure compliance with the policy.

6.3 **Head of Quality.**

Quality approval check of the policy is the responsibility of the Head of Quality who will arrange for the policy to be published.

6.4 **Perth College Staff.**

It is the responsibility of all staff within Perth College UHI to:

- Guide and assist where appropriate all persons volunteering within the college.
- Support where appropriate the well-being and safety of all persons volunteering within the college.

7 **Equality and Diversity**

7.1 Perth College UHI is an equal opportunities employer and belongs to the Disability Confident scheme. Perth College UHI guarantees to interview all disabled volunteers who meet the minimum criteria for voluntary roles.

7.2 Perth College UHI respects equality and diversity in the workplace and is committed to providing volunteering practices which treat all volunteers with dignity and respect regardless of age, disability, gender reassignment, race, sex, religion or belief, sexual orientation, marriage and civil partnership or pregnancy and maternity. Perth College UHI will communicate this ethos within the volunteer application and volunteer agreement documents.

8 **Linked Policies/Related Documents**

Perth College UHI Volunteer Procedure.

9 **Relevant Legislation**

There is no particular UK legislation relating to volunteer.

10 **Relevant Organisations and Information**

Volunteer Scotland – www.volunteerscotland.net

Volunteering matters – www.volunteeringmatters.org.uk

Volunteer placements, rights and expenses – www.gov.uk/volunteering