

Volunteer Procedure

January 2018

UNCONTROLLED WHEN

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

Ask Student Services for details.

www.perth.uhi.ac.uk

Perth College is a registered Scottish charity, number SC021209.



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 updated. Section 5.8 and 5.9. Wording altered to reflect the option of a standard PVG Form being required. Highlighted yellow.

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Perth College UHI Volunteer Procedure

1 Purpose

1.1 The purpose of this procedure is to define the processes and procedures required when selecting and engaging volunteers with Perth College UHI. Subjects covered include:

- Recruitment and selection process for volunteers.
- Volunteer applications and volunteer agreements.
- Mandatory Training required.

2 Scope

2.1 This procedure is relevant to all volunteers providing their times and skills to any department of Perth College UHI. It is relevant to all Heads of Departments, Heads of Curriculum and Managers who provide volunteering opportunities within their area. It is also relevant to all administrators and the Perth College UHI HR Department who process and administer the volunteer's selection and engagement.

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.

3.3 **Perth College UHI** is the campus of Perth College, University of the Highlands and Island, Crieff Road, Perth, PH1 2NX. Perth College UHI also refers to any employee of Perth College UHI who is engaged with volunteers.

4 Responsibilities

4.1 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.

4.2 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.

4.3 Volunteers

It is the responsibility of all volunteers to ensure they are familiar with the relevant safety and procedural policies that relate to the areas with Perth College UHI where they will be providing their service.

5 Procedure

- 5.1 A volunteering opportunity is identified by a department head or manager.
- 5.2 The manager completes the 'Volunteer Agreement' form. The first part of the form represents the 'advertisement' of the opportunity available. The form is available from HR and on PerthNet.
- 5.3 E-mail the form to PC.volunteering.perth@uhi.ac.uk – HR check the form for compliance to the Perth College UHI Volunteer Policy.
- 5.4 HR forward details of the proposed new volunteering role to the Health and Safety Officer for agreement.
- 5.5 HR forward details of the proposed new volunteering role to the recognised Trade Unions for agreement.
- 5.6 HR arrange posting to the 'Volunteering' page of the Perth College UHI website.
- 5.7 Applicants interested in volunteering are asked to download the 'Volunteer Application Form' – a link to which will be on the 'Volunteering' page.
- 5.8 Applicants complete the form, identifying the particular volunteering opportunity they are interested in, on the form. The form is e-mailed to PC.volunteering.perth@uhi.ac.uk or posted to the HR department.

HR must then:

- Log the application on the Volunteer Tracker.
- Within the 'Volunteer' section on the J drive; create a Folder for the particular opportunity and place the application within.
- Forward the application to the Manager responsible.

- 5.9 The manager responsible selects the candidate/s that they are interested in and arranges an interview.

The manager interviews the person with the intention of determining:

- What the applicant wishes to get out of the volunteering opportunity.
- The applicant's suitability for the role.
- The applicant's qualifications and experience.

If the manager decides the applicant is suitable, they contact HR who provide the volunteer with the reference form, equal opportunities form and, **if necessary, a Standard PVG form.**

(HR to provide pre-completed PVG forms/EO forms/self-addressed envelope/ provide reference forms.)

- 5.10 The volunteer completes and returns to HR the reference, EO form and PVG form **(if necessary)**. HR will provide all assistance in the completion of the forms as necessary.

HR must then:

- Follow-up the reference.
- Complete and send off the PVG.
- Log the details on the Volunteer Tracker.
- Create a personal folder for the volunteer within the 'Volunteer' section on the J drive.

Once the reference and PVG has been returned and not before:

The manager offers the applicant the opportunity to partake in volunteering at Perth College UHI and offers a 'Volunteer Agreement'.

- 6 The volunteer agreement is signed by both the volunteer and the manager. The form is forwarded to HR who update the 'Volunteer Tracker' and file the 'Volunteer Agreement'.

- 6.1 The manager then makes arrangements for the Volunteer to start, including arranging mandatory training if required.

- 6.2 The volunteer or Perth College UHI can terminate the relationship at any time without notice.

7 Linked Policies/Related Documents

- Perth College UHI Volunteer Policy
- Volunteer Application Form
- Volunteer Agreement Form