



Regionally Focused – Globally Engaged

Policy and Procedures on the Use of Volunteers

October 2021

History of Changes

Version	Description of Change	Authored by	Date
1.1	No changes	Debbie Kerr	March 2015
1.2	Job title and date change only	Debbie Kerr	October 2021

1. Introduction

The College encourages the introduction of volunteers to the work we do with student groups.

2. Scope

This policy and procedure applies to any member of the public who wishes to be considered for volunteering opportunities with the College.

3. Key Principles

Volunteers can helpfully supplement the work and roles of employed staff thus expanding and enriching the experience of learners and of volunteers themselves. It should be noted that volunteering is an 'added value' aspect to the life and work of the College, and volunteers cannot be utilised to do work normally carried out by an employed staff member.

4. Responsibilities

- 4.1 The Senior Leadership Team is responsible for overseeing compliance with this policy's principles.
- 4.2 The Head of HR is responsible for the implementation of this policy.
- 4.3 All line managers are responsible for ensuring compliance with this policy.

5. Related Documents

Disclosure Policy
Employee Resourcing Policy
Staff Handbook
Induction Procedures

6. Review

This policy will be reviewed every three years or more frequently where necessary.

Procedures

1. If a curricular Department wishes to introduce a volunteer into the work they do with students the CLM should liaise with The Head of HR and Development or a member of the HR Department. The normal processes of application form, references and so on will apply to the recruitment of volunteers. HR will draw up a written agreement for the volunteer to sign and this will meet insurance requirements.
2. It is important to note that on no account should a volunteer be brought into contact with students without the normal recruitment procedures being followed and, in particular, the carrying out of a PVG Disclosure Scotland check by the HR Department.
3. A current Disclosure Scotland check produced by a volunteer but carried out by another organisation is not sufficient to deploy the person with students.
4. Where a volunteer incurs travel costs in coming to College to assist with our work, the Department in question should arrange with the Finance Department that a portion of their materials budget is added to the campus petty cash to meet costs. In a similar way other costs relating to the use of volunteers - for example, the costs of tickets or entry charges to events - should be paid in this way. Receipts for monies paid out must be kept after signing by the volunteer and forwarded to the finance department.
5. Volunteers should receive key induction guidance on matters such as Equality and Diversity and Safeguarding. Departments should ensure volunteers receive all relevant Health and Safety instruction in relation to their role and activities. Please liaise with the Health and Safety Manager in this respect.

Procedures on the Use of Volunteers

- 6. Volunteers are permitted to drive College transport providing they are engaged in official College business and meet the criteria for driving a College car. In order to drive a college minibus the volunteer must meet the necessary criteria and have D1 category on their driving licence. In addition they must undergo a test which should be arranged in the normal manner through the Health and Safety Manager.
- 7. Wherever practicable volunteers should be encouraged to attend staff development relevant to their work and role, if they so desire.
- 8. A staff member in the Department should be assigned as the Volunteer Mentor, and he or she should be the key person responsible for providing information, guidance and support to volunteers.
- 9. As stated in this Policy, volunteers should augment the role and activities of the employed staff member/s and not be substitutes for staff. Volunteers, therefore, should not carry responsibility for a student, or student group, and should not be left in sole charge of a group.

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