



# **Policy and Procedures on Volunteering and the Use of Volunteers**

**January 2024**

## History of Changes

<b>Version</b>	<b>Description of Change</b>	<b>Authored by</b>	<b>Date</b>
1.1	No changes	Debbie Kerr	March 2015
1.2	Job title and date change only	Debbie Kerr	October 2021
1.3	Policy changed to include staff volunteering and providing 2 days per annum paid to undertake volunteering activities as approved by their line manager	Debbie Kerr	January 2024

## **1. Introduction**

The College encourages volunteering and the use of volunteers in the work we do with student groups.

## **2. Scope**

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

We are a Disability Confident employer, thereby demonstrating that we make the most of the talents disabled people can bring to the workplace.

## **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 Director of People Services 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.

## **Procedure on Volunteering and the Use of Volunteers**

### **Volunteering**

To facilitate and support volunteering opportunities, Borders College will offer staff up to two days paid leave to participate in such activities. Please contact your line manager in order to discuss the volunteering opportunity and mutually agreeable times that you can be released from work. Any release must seek to minimise any disruption to day-to-day activity and be managed within existing resources without attracting additional cost.

You should provide a one-page document to your line manager detailing the activities to be undertaken on the volunteering opportunity. This should cover the benefit to yourself, the community and the College. Only applications which can clearly demonstrate that they add value and are for a charitable reason will be approved.

If necessary, line managers should seek guidance from People Services on this determination.

Applications for leave should be entered on to HR21. Please apply as PAID leave and note in the leave reason box that this is for volunteering.

Please note that while on paid leave of absence volunteering for another organization the College Employers Liability Insurance would not cover any accident or incident occurring during that period of volunteering. You should check with the charity that you are volunteering for that you would be covered by their liability insurance.

### **Use of Volunteers**

1. If a curricular Department wishes to introduce a volunteer into the work they do with students the CLM should liaise with The Director of People Services or a member of the People Services Department. The normal processes of application form, references and so on will apply to the recruitment of volunteers. People Services 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 People Services 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.
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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