

Volunteer Policy

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Responsible Committee:	SMT
Approved by & date:	BoG October 2021
Linked policies:	Safeguarding and Prevent Policy Disability Policy Environmental and Sustainable Strategy Corporate Social Responsibility Policy
External reference	The Health and Safety at Work Act 1974 (HASAWA) lays down wide-ranging duties on employers. Employers must protect the 'health, safety and welfare' at work of all their employees, as well as others on their premises, including temps, casual workers, the self-employed, clients, visitors and the general public [including students]. Equality Act 2010
	The United Nations General Assembly Sustainable Development Goal 6: <i>Decent Work and Economic Growth: Promote inclusive and sustainable economic growth, employment and decent work for all.</i>
	UK Quality Code UKSCQA/02 Expectations for Quality, Q10 <i>Education organisations and employers consider any specific issues in relation to the workplace environment and deal with them appropriately, including informal agreements where appropriate.</i>
	https://www.gov.uk/volunteering/volunteers-rights
Audience:	Staff, Students and all other stakeholders.

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1 Introduction

Oxford Business College (OBC) is committed to offering opportunities to its students, stakeholders and members of the public who wish to volunteer their time to support the local community. Volunteering is essential to the charitable work the College provides and without volunteers the College's charities could not function. This policy contains all the information required for those who wish to volunteer and those who are required to supervise or work alongside volunteers at OBC.

2 Purpose

This document sets out the Colleges principles, practices and procedures in the appointment, management and support of volunteers. It ensures that volunteers and College staff involved in recruiting volunteers understand what is expected of them and what they can expect from the College.

3 Defining Volunteer and Voluntary Work

College volunteers are people who offer their labour, experience, knowledge and skills without charge in order to help the College bring benefit to the local community through its charitable work. OBC volunteers are members of the public, residents and partners who choose to give their time freely to help the organisation. A volunteer is not a student, but a student can choose to be a volunteer.

Whilst a volunteer may gain work experience through voluntary activities, the main purpose of volunteering is to help the College meet the objectives of its charitable and social enterprises without expectation of personal gain. Work placement, secondment or internship, therefore, are not the same as voluntary work. Volunteers should not be used as a replacement for employment gaps or to replace paid staff.

4 Aims and Objectives

This Volunteering Policy aims to ensure that the College is able to recruit, support and retain appropriate volunteers. To this end the policy aims to meet the following objectives:

- Recruit appropriate people as volunteers as and when required to support charitable objectives
- Support and train volunteers as and when required

- Ensure transparency over the roles, rights and responsibilities of volunteers
- Meet the College's legal duty of care to ensure that volunteers are kept safe, work in a healthy environment and are protected from discrimination and harassment
- Help reduce hunger by providing foodbanks for people unable to afford to feed themselves adequately.
- Work with other charitable organisations in order to provide food delivery services for disabled people in their homes.
- Recruitment of volunteers as and when required for future College charitable initiatives.

5 Scope

This policy applies to all members, volunteers and organisations working in partnership with Oxford Business College. The policy will be provided to all Volunteers recruited to work on a range of different charitable projects that fall under the auspices of the College. Volunteering can be varied according to the objectives of the College's charitable activities and may be carried out at any one of the College's Camp uses or elsewhere within the community. For further information, volunteers or prospective volunteers should contact charity@oxfordbusinesscollege.ac.uk

6 Equality of Opportunities

The College is fully committed to equal opportunities in the recruitment, monitoring and support of volunteers. All volunteers will be recruited fairly. Opportunities to volunteer will be provided to an individual regardless of their age, gender, ethnicity, disability, sexual orientation, religion or political beliefs. The acceptance of applicants to voluntary positions will be based on their ability to fulfil the requirements of the role and no other criteria. All volunteers will have access to the resources, training and support they need to fulfil their volunteering responsibilities. Volunteers will be protected by OBC policies and procedures in relation to discrimination, harassment or abuse, to the same extent that staff, students and all other stakeholders are protected.

7 Recruitment

The College aims to offer a range of volunteering opportunities for people to make valuable contributions to the local community and gain fulfilment from the voluntary work they do.

All volunteers will be required to produce details of two referees that can be checked and will be asked to attend an interview. As volunteers are likely to be working with vulnerable adults, they will be required to undertake a Disclosure and Barring Service (DBS) check. All expenses for this will be met by the College.

Volunteers will be provided with a role description and asked to complete a Volunteer Application Form and Volunteer Confidentiality Agreement (See Appendices). Volunteers will report to an allocated supervisor, attend a full induction into the College and complete an Induction Form (See Appendices). Upon recruitment, volunteers will be fully informed about the activities they are required to undertake and provided with all the information and support they need to perform tasks effectively and safely.

8 Training & Development

Upon induction, all volunteers will be informed about college policies and in particular those relating to volunteering, health & safety and equal opportunities. In addition, the supervisor appointed to each volunteer will be responsible for ensuring that the volunteer has all the training, information, knowledge and skills required to perform their role successfully. The College will aim to provide volunteers with training they need to perform tasks and volunteers will be expected to attend training events. Any expenses incurred by volunteers for attending training events will be met by the College.

9 Support & Supervision

Every volunteer will be assigned a named supervisor who they report to and to whom they can take any concerns they may have. The supervisor will identify, monitor and evaluate the volunteer's performance and achievements. The supervisor will identify individual needs of volunteers that are relevant to their volunteering role and their wider personal development.

10 Expenses

The supervisor is responsible for making volunteers aware of the procedure for the reimbursement of expenses. Volunteers will be able to claim reimbursement for their expenses. All expenses claims must be supported with evidence of expenditure such as a receipt of payment. Volunteers will require pre approval to authorise expenses before they start any activity.

11 Insurance

The College's liability insurance includes the activities of volunteers and volunteers are also covered by

accident insurance. However, the College does not insure the volunteer's personal possessions against loss or damage. The College also does not provide car insurance for volunteers.

12 Confidentiality & Safeguarding Vulnerable Adults

The volunteer's supervisor will advise the volunteer on confidentiality and safeguarding vulnerable adults' policies and procedures, where relevant.

All volunteers are required to comply with the College's confidentiality policy with regards to dealing with clients and partnerships. Volunteers may be required to sign a nondisclosure agreement, may be required to work with vulnerable clients and must comply with the Data Protection Act 2018.

All volunteers have data protection rights under the Data Protection Act 2018. Volunteers who wish to exercise these rights should contact charity@oxfordbusinesscollege.ac.uk.

13 Rights & Responsibilities

The College recognises the rights of volunteers to:

- Know what they are expected to do and what they should not do
- Receive the support they need to carry out volunteering activities successfully
- Receive appreciation and gratitude for their efforts
- Work in a safe environment
- Be covered by the College's insurance
- Be made aware of their rights and responsibilities when volunteering for the College
- Receive relevant out-of-pocket expenses
- Receive adequate training to ensure they can perform volunteering tasks successfully
- Work in an environment where they are free from abuse including sexual harassment and discrimination
- Enhance their personal development

The College expects volunteers to:

- Be punctual and reliable
- Be honest

- Respect the confidentiality of colleagues, College stakeholders and members of the public
- Attend training and support events where required
- Perform and behave in a way that reflects the values of Oxford Business College
- Follow instructions provided by their supervisor
- Avoid bringing the College into disrepute
- Comply with the College's policies

14 Health and Safety

The College aims to minimise the risk of harm to all individuals while volunteering and will provide volunteers with a safe working environment.

Volunteers are expected to take reasonable steps in maintaining their personal safety while volunteering. The College will take all reasonable precautions to protect volunteers including supervision and guidance. All volunteers will be provided with the necessary information and training required so they are safe when volunteering.

15 Volunteer's Voice

The College is committed to listening to the views of its volunteers in the same way that it listens to the views of its students and staff. Volunteers will be asked to complete feedback forms on their volunteering experience at the College soon after induction and every quarter of the year. Volunteers will be encouraged to hold **Volunteer Council** meetings every quarter to discuss any issues they may have. A representative of the Volunteer Council will be invited to attend the College's **Charitable Works Committee**. Should a volunteer wish to make a complaint or compliment about OBC's volunteer programme, they may email complaints@oxfordbusinesscollege.ac.uk and the College will respond in line with the college complaint policy.

16 Resolving Problems

The relationship between the College and its volunteers is entirely voluntary and does not imply any contract. However, if volunteers experience difficulties, the College has a complaints procedure and policy. This should be followed if a volunteer wishes to raise a concern.

17 Terminating your Voluntary Work

Volunteers are free to withdraw from volunteering at the College at any time. A minimum notice period of seven days is requested so that the College can make alternative arrangements and ensure appropriate cover is available for any events or activities. Feedback will be requested as part of the exit interview. The College reserves the right to terminate your voluntary work with one week notice in the unlikely event that the College decides your voluntary work is no longer required or desired.

Appendix 1

Volunteer Application Form Confidential

Please complete application form and hand to the volunteer coordinators	
Full Name	
Contact Telephone No	
Email	
Full Address	
Declaration	
<p>Criminal Records Disclosure (DBS)</p> <p>Oxford Business College will not unnecessarily discriminate against those who disclose a criminal record, unless we consider this makes you unsuitable for volunteering. In making this decision Oxford Business College will consider the nature and relevance of the offence, how old you were when it was.</p> <p>Your information will be treated in the strictest confidence and only those directly involved in the recruitment process will have access to the information that you have provided. Volunteer roles will be subject to a satisfactory disclosure from the Disclosure Barring Service.</p> <p>To be completed by all applicants. (Tick to confirm the relevant statements)</p> <p>I confirm that I have:</p> <ul style="list-style-type: none"> ❖ No unspent convictions, cautions, reprimands, final warnings or pending charges <input type="checkbox"/> ❖ One or more unspent convictions, cautions, reprimands, final warnings or pending charges <input type="checkbox"/> <p>Applicants applying for a post which is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended), cannot consider any conviction as “spent” for the purposes of this application</p>	

I confirm as an applicant for a post exempt **from provisions of the Rehabilitation of Offenders Act 1974**

If you have ticked the last box, please record in the space below brief details of the offence(s) and the date and place of judgement and sentence(s) given.

Section 9 – Personal declaration

For the purposes of the Data Protection Act 2018, I consent to the information contained in this form, and any information received by or on behalf of Oxford Business College relating to the subject matter of this form, being processed by them in administering the volunteering process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body.

By signing I confirmed that I have received all the information on COVID – 19 from Public Health England as of the date signed.

❖ Signed: _____

❖ Date: _____

❖ Print Name: _____

Volunteer Induction Form

Do you have a role description for the voluntary work you are going to do? YES/No

Do you know who your supervisor is? YES/No

Have you read and understood the Volunteer Policy? YES/No

Do you have any medical conditions we need to be aware of? Yes/No

If yes, please give details (this information will remain confidential unless you instruct us otherwise):

By signing I confirm that I have read and understood all the Induction information including the manual handing instructions below:

Appendix 3 Manual Handling Instructions



FRONT



BACK

FULL NAME: _____

SIGNATURE: _____

DATE: _____

Appendix 4 Volunteer Confidentiality Agreement

Dear Volunteer,

We value the time and input you will provide as part of your voluntary activities where you will be supporting various stakeholders, partners and local people associated with Oxford Business College (OBC).

There may be instances where you will be processing or have access to confidential information relating to stakeholders, partners, local people, and the community.

Volunteers should not disclose any confidential information relating to OBC or any of the above people or organisations to anyone outside of the organisation.

We therefore ask that you sign this confidentiality agreement and agree that if you pass on any information to third parties, or use the information for your own personal advantage, you will be dismissed from volunteering duties immediately and OBC may decide to take further action.

I agree to abide by the terms of this confidentiality agreement.

Print Name: _____

Signature: _____

Date: _____