



UNIVERSITY OF BRADFORD
UNION OF STUDENTS

STUDENT ACTIVITIES

VOLUNTEER POLICY HANDBOOK



Contents

Volunteer Policy	1
Introduction	1, 2
Health and Safety Policy	2, 3
Confidentiality Policy	3, 4
Data Protection Policy	4, 5
Equal Opportunities Policy	5, 6, 7
Police Checking and Disclosure Statement	8

Now you're a volunteer being supported by Student Activities at the University of Bradford Union, this booklet is here to help you know what you should be able to expect from Student Activities and your volunteering opportunity provider, and what they may expect from you.

We know that volunteers are an essential part of what the Union and the local community does, and this should be reflected in the way you are treated. However, it is important to remember that volunteering is a two way agreement. You should expect your experience to be rewarding and enjoyable and to equip you with the skills needed to enhance your CV. Equally you are expected to honour your commitments. In return for your enthusiasm and time we can provide help and support.

This document aims to serve you as a guideline of expectations. It states what Student Activities (and Volunteering Organisations) expect from you and Vice Versa.

NB: Volunteering organisations may have their own policies and procedures that they may expect you to adhere to.



Introduction

One of the aims of Student Activities is to provide an environment for students like you who want to be involved in activities and engage with the local community. We acknowledge volunteers are a valuable resource. We intend to encourage, develop and support volunteer activity. The time, energy and skills brought in by volunteers help us to achieve our aims and bring benefit to the volunteers as well.

A volunteer is understood to be a person who is involved in an organised activity, through choice and without receiving financial repayment.

We aim to organise volunteering effectively and involve volunteers in the decision making processes which affect them. Student Activities believes that our relationship with volunteers is one of mutual responsibility and commitment, where everybody has responsibilities towards each other.

We want volunteers to enjoy their experience and gain from it.

Overall responsibility for the implementation, monitoring and review of the guidance policies within this booklet lies with the Student Activities Manager. However, it is the responsibility of every staff member and volunteer to be aware of these policies and abide by them.

We will work with the providers of volunteering opportunities to ensure that they have in place or are at least working towards the guidelines set out in the document 'A Vision for Volunteering in the Bradford District' (<http://www.bvolunteering.org/dwnlds/volunteeringinbradford%201.pdf>)

In essence, we acknowledge the rights of volunteers to:

- know what is expected of them
- have clearly defined lines of support
- respect, confidentiality and privacy
- be shown appreciation
- have a safe environment for their activities
- be able to claim reasonable expenses
- be trained and receive opportunities for personal development
- be free from discrimination
- be consulted on decisions that will affect what they do
- withdraw from the voluntary activity they do



In turn expect that volunteers should:

- Carry out their activities in a way which corresponds to the aims, values and policies of the Student Activities Act within agreed guidelines and remits
- Respect confidentiality
- Respect diversity
- Respect other volunteers, staff, students and members of the public
- Respect the human rights of others
- Carry out their tasks with regard to the health and safety of others
- Attend training sessions as appropriate
- Make their supervisor aware if at any time they are not satisfied with their volunteering experience in any way so there is an opportunity to put it right
- Put as much effort into tasks and activities as possible

Please Remember:

Volunteering should be a positive experience. If this isn't the case please tell the Student Activities Manager, the Student Activities Administrator or the Student Activities Officer (Sabbatical), as soon as possible.

The greatest right of a volunteer is the right to say "No". Don't be forced into doing things that you don't want to do.

Health and Safety Policy

Student Activities adheres to this policy as detailed by the University of Bradford, which is as follows:

It is the policy of the University to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all staff, students and visitors in accordance with the relevant statutory requirements, the Codes of Practice published by the Universities and Colleges Employers Association (UCEA), Universities Safety and Health Association (USHA) and such other Codes of Practice approved by the Health and Safety Commission, University Health and Safety Committee and Planning Units.

It is the University policy, within this context, to:



- Improve health, safety and welfare at work considerations to the benefit of the University and all who use its premises.
- Provide and maintain plant and systems of work that are safe and without risks to health;
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety of all staff, students and visitors.
- Maintain any place of work under its control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without risk.
- Provide and maintain a working environment for all staff, students and visitors that is safe and without risks to health, and to provide and maintain adequate facilities and arrangements for their welfare.
- Co-operate in safety matters with other employers located on University premises.
- Require the use of such protective clothing and equipment as is necessary to ensure the health and safety of its staff and students.
- Encourage staff to develop and maintain high standards of safety within teaching and research, adding to the student experience and allowing students to leave the University with an attitude of mind, which accepts good safety practice as normal.



Confidentiality Policy

Student Activities respects the right of anyone giving personal information to the Student Activities Volunteering Programme to have that information treated as confidential. This applies to volunteers and to all people involved with our projects.

Information about you:

- Personal information will only be collected for an identifiable purpose. When you are asked for information about yourself, we will tell you why you are being asked for it.
- We will not ask you for more personal information than we believe is necessary.
- Information will be stored securely, whether in manual or electronic form
- All information you give will be used only for the purpose it was given.
- Sensitive information will not be passed on to any third party without your consent.
- Personal information will be accurate and up to date. We will take responsibility for keeping records up to date on the basis of the information you give us. We expect you to take responsibility for informing us of any changes to your details.

- At the start of each year academic year we will ask you to check your personal information and make any necessary changes.
- If you want a copy of the information that you have given us, we will provide it for you.
- Personal information will only be held so long as it is needed.



Information given to you whilst volunteering:

- When you start a new project, you should read carefully any policy or statement your project has on confidentiality.
- You should be aware of professional boundaries, and not give confidential personal information about yourself, other volunteers or other clients to the clients you work with.
- Generally, if you are told something in confidence while you are volunteering, you should respect that confidence. However, when working with children or vulnerable people, there are exceptions to what information can be kept confidential, particularly when abuse is disclosed. This should be made clear to you during induction training for the specific project.
- *If this puts you in a dilemma, or you are uncertain or uncomfortable with anything you have been told while volunteering, please seek advice from the person in charge of the project if appropriate, or from the Student Activities Project Co-ordinator.*

Data Protection Policy

Student Activities holds information on students wishing to take part in voluntary activity for the reasons listed below. Information is supplied by students filling in a Registration of Interest and/or Student Activities Application Form.

The collection of student information enables Student Activities staff to assist students in their search for volunteering opportunities by:

- monitoring the volunteering interests of students and ensuring that suitable opportunities are promoted through Student Activities to reflect these needs;
- monitoring student usage according to different student groups;
- assessing the most effective methods of promoting volunteering to students;
- contacting students about the availability of suitable opportunities.



All information provided will be treated as confidential, and will not be given to any other person(s) or organisation(s) without the consent of the student(s) concerned.

Information will be held manually or electronically in files accessible only by the Student Activities Project staff who are directly involved in the above processes.

This information will be kept on file throughout the students period of study at the University of Bradford or partner HEI where appropriate, and for twelve subsequent months. At the end of this period all details will be deleted from electronic files and paper files will be destroyed.

Student Activities holds information on external organisations linked with the Student Activities Project. This information enables Student Activities to assist them in their recruitment of volunteers by:

- advertising suitable voluntary opportunities to students at the University of Bradford and partner HEIs where appropriate
- facilitating the link between student volunteers and the organisation.

Information will be passed to students as directed by the organisation. Any confidential information notified to Student Activities will be treated as such. Information will be held manually or electronically in files accessible only by Student Activities staff.

Information held on external organisations will be subject to an annual review to ensure that data is accurate and up to date.

Equal Opportunities Policy

Student Activities is committed to Equality of Opportunity for all its current and prospective volunteers. Student Activities recognises the need and right of every individual to be treated with respect and dignity, and actively celebrates and values the diversity that each individual brings to our community.

Student Activities is committed to eliminating unfair discrimination and the promotion of Equality of Opportunity.



Student Activities aims to provide a safe and anti-discriminatory environment both through its service provision and employment practices.

Student Activities will not tolerate any form of discrimination or harassment, be it written, verbal or visual, on the grounds of gender, race, colour, disability, ethnic or socio-economic background, sexual orientation, age, religion, nationality, political persuasion, health status, marital status or any other relevant distinction.

Student Activities is committed to a pro-active approach to Equal Opportunities issues in order to provide an environment that is free from prejudice and discrimination.

Student Activities is committed to implementing, monitoring, reviewing and developing its Equal Opportunities policy.

Anyone who is found to be in breach of the Student Activities Equal Opportunities policy will be subject to the Union (for student volunteers) or University (for staff volunteers) Disciplinary procedures, which will ensure appropriate action is taken.

Student Activities seeks to provide a 'safe' environment free from prejudice and discrimination.

Student Activities promotes behaviour that respects and appreciates the diverse community of its members and is committed to working with such diversity.

Student Activities will not tolerate advertising or promotion of material that is in breach of any part of this policy and is committed to ensuring that the environment provided is free from any material that is deemed to so.

Student Activities seeks to ensure that all opportunities and activities operate in a discrimination free environment and is committed to disciplining those who do not allow this to happen.

● Action and Implementation

All Student Activities volunteers will be given Equal Opportunities training, and all volunteers will be made aware of the policy and the implications for those who breach it.

● Compliance with Legislation

Student Activities will be compliant with all current Equal Opportunities legislation.

● Student Activities Action Plan for the Implementation of the Policy

Wherever possible, Student Activities will make the effort to identify and remove unnecessary barriers that may disadvantage certain groups.

Student Activities will strive to provide appropriate facilities and services that will meet the needs of under represented groups.

Student Activities will give opportunity for feedback through the use of a forum for students and staff.





This policy is available in languages other than English, on audiotape and in Braille on request.

● Disciplinary Procedures

Anyone who is found to be acting in a way that contravenes this policy will be subject to the Union (student volunteers) or University (staff volunteers) Discipline procedures.

Depending on the perceived seriousness of the situation or incident, an individual will either be dealt with by the Union Disciplinary Committee or the University Registrar and Secretary.

The action to be taken will be decided upon by those the case is referred to, as they deem appropriate.

Copies of the disciplinary regulations are available from the Student Activities office. Anyone who receives feedback or complaints regarding Equal Opportunities are to keep a record and ensure it is given to the appropriate person or development committee to ensure the monitoring of the policy's success.

A Disclosure is a document containing information held by the police and government departments, which gives details of a person's criminal record including convictions, cautions, reprimands, final warnings or other non-conviction information. The Criminal Records Bureau (CRB) provides Disclosures and disclosure information and is an executive agency of the Home Office. Student Activities complies fully with the CRB Code of Practice.

Student Activities recognises that certain volunteering opportunities involve working with children or vulnerable client groups. The completion of a CRB Disclosure Form enables Student Activities staff to place volunteers in this type of opportunity.

Student Activities will ensure that CRB checks are only undertaken where:

- the volunteer is likely to be involved with children or a vulnerable client group
- they are explicitly required by the provider
- the volunteer requests a CRB check

Student Activities will ensure that:

- All information provided on the form is treated as confidential, and is not given to any person(s) or organisation(s) other than the Criminal Records Bureau.
- Unless the nature of the position allows us to ask questions about an entire criminal record, we will only ask about 'unspent' convictions (as defined in the Rehabilitation of Offenders Act 1974).
- Every subject of a CRB Disclosure is aware of the existence of the CRB Code of Practice and will make a copy available on request.

Where a CRB check is required, Student Activities staff will establish if the volunteer may work in the placement during the CRB application process.



**www.bradford.ac.uk/ucan
Volunteering@bradford.ac.uk**

01274 23 3260

**Student Activities, Student Central,
Richmond Road, Bradford, BD7 1DP.**

**Don't forget to keep a log of your
volunteering time so that you can achieve a
nationally
recognised award.**

**Would you be interested in volunteering to
help run Student Activities then we would
really like to hear from you!**