Volunteering Policy

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Document Change History

Document Version	Section (No. or Heading)	Description of change(s)	Date of change
4			
3	All	• Updated links • Corrected information such as reference to My Learning instead of iLearn • Updated the names of Essential Modules	April 2022
2			
1			

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1   Our Support for Volunteering

Fife College values the positive contribution volunteering makes to community development as well as providing a real sense of personal fulfillment for the individuals taking part. The Volunteering Policy details how volunteers will be welcomed at Fife College and outlines the support members of staff and students will receive should they wish to take part in volunteering. We recognise that volunteering is a great way to share an individual's enthusiasm, skills, knowledge, experience and ideas whilst having fun and meeting like-minded people. We also value the importance of volunteers with diverse backgrounds, education, experience (professional and/or personal) in benefiting individuals and their passion for learning and development.

Fife College works in close collaboration with an extensive list of partners including Fife Voluntary Action, schools, universities, local authorities, Skills Development Scotland and employers and is consequently in a position to facilitate a broad range of volunteering opportunities.

2   Volunteering at Fife College

We have a range of opportunities for volunteers to get involved in. To register your interest, please complete the Volunteer Personal Information Form. Alternatively, you can contact our customer service staff and request that the required documentation is sent to you.

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

3   Supporting Volunteering Opportunities for Fife College Staff

To facilitate and support volunteering opportunities, Fife 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.

4   Supporting Volunteering Opportunities for Fife College Students

Academic faculties have long supported both volunteering and more formal work placements. Consequently curriculum areas can provide details of volunteering opportunities within that vocational sector.

Students wishing to enquire about more generic volunteering opportunities can speak with a Student Advisor at any of the main college campuses. Details of volunteering organisations will also be made available to students including Fife Voluntary Action.

The following sections are applicable to individuals who wish to volunteer at Fife College

5   Protecting Vulnerable Groups (PVG) Scheme

When volunteering at Fife College, all roles will require PVG Scheme Membership as the college community consists of young people and vulnerable adults.

We will support the costs of the application and this will need to be approved prior to you being recruited as a Fife College Volunteer.

If you are a current member of the PVG Scheme, you will still be required to complete an Existing PVG Scheme application form. This must be supported by two sources of evidence e.g. passport, birth certificate, PVG/Disclosure Certificate. We will need to see the original documents therefore we will need you to bring these into the College along with your application.

6   References

Volunteers will be asked to provide proof of address and at least one proof of identity (which should also evidence their right to work and volunteer in the UK, for example, passport, full birth certificate) and the names and contact details of two independent referees to provide appropriate references.

7   Induction and Training

There will be an induction prepared and delivered by an academic or professional services manager. This will include:

- Some information about Fife College, our vision, mission and our future plans.

- The role of the volunteer.

- Introduction to relevant College staff including the appropriate area manager.

- Tour around our facilities and to see some of our initiatives.

- Details and access to relevant policies and procedures including this volunteering policy.

There will be a trial period of four weeks to give the volunteer time to experience the role. A review will be made midway through the trial period and also at the end. This is not an assessment, but an opportunity to see that you are benefiting from the volunteering experience and verify that the time you are giving freely is being put to good use.

8   Support

The appropriate curriculum or professional services manager will offer support to you and will remain your key contact throughout the volunteering period. This will include regular meetings with you to discuss how you are getting on, discuss any training needs and deal with issues arising. All volunteers will be required to follow the relevant Fife College policies and procedures. This will also ensure that Fife College do all we can to make your volunteering experience an enjoyable and meaningful one.

9   Expenses

We value our volunteers and want to ensure that we remove as many barriers as possible to volunteering at Fife College. All reasonable travel expenses, if required, will be reimbursed. In order to claim expenses, an Expenses Form must be completed, a valid receipt provided and this should be handed in to the appropriate manager.

10   Insurance, Health and Safety, Accidents and Risk Assessment

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Fife College has a valid insurance policy so that volunteers are covered by public liability insurance, which you are advised to read. We will inform you of our Health and Safety Policy and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies and we always have a first aider on campus.

11   Resolving Problems

We hope that you will have an enjoyable experience volunteering with us. However if your role as a volunteer does not meet with your expectations or with the commitments we have made to you, we want you to feel comfortable about letting us know. First of all, talk to the person who leads the team where you volunteer to resolve any issues that have arisen. If you do not feel this has resolved the issue to your satisfaction, you can speak to the appropriate manager.

Where a volunteer is in breach of the agreement or any of the relevant college policies and procedures, a review process will be initiated to determine continuation of the volunteering role.

12   Confidentiality

We expect all volunteers to adhere to confidentiality guidelines while volunteering with us and beyond, personally and professionally. These will be explained to you before you begin volunteering with us and include behaviours, actions, conversations, use of social media and contact with any press organisations. Further details can be found within our ICT Acceptable Use Policy.

As a result of the introduction of the new Data Protection Act (DPA) and General Data Protection Regulations (GDPR), we have a series of documents which explain how we are safeguarding and handling personal data.

13   Equality, Diversity and Inclusion

Fife College uses equality data to understand our workforce profile, which enables us to identify areas of strength and vulnerability, and eliminate any adverse impact on equality. Such data analysis allows us to target and support areas of under-representation, enables positive action interventions and, by compiling trend data, helps inform future planning, and policies.

Fife College is committed to the ongoing monitoring and review of this policy and all related procedures. A formal review will occur every 2 years.

Fife College is committed to embracing diversity and promoting equality and inclusion. When representing Fife College as a volunteer we expect you to support our commitment to promoting equality.

Fife College is dedicated to creating and maintaining a college environment that is open, welcoming and positive in which everyone feels valued and supported.

14   Documentation

All relevant documentation is available in Appendices 1 - 5.

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Appendix 1 - Volunteer Personal Information Form

Fife College

VOLUNTEER - PERSONAL INFORMATION FORM

PERSONAL DETAILS - VOLUNTEER COMPLETION			
Surname		**Title**	
Forename(s)		**Marital Status**	
Known as		**Date of Birth**	
Address			
Postcode			
Home Phone No		**Mobile Number**	
Home email			
EMERGENCY CONTACT - VOLUNTEER COMPLETION			
Surname		**Forename(s)**	
Address			
Postcode		**Relationship**	
Home Tel No		**Other Tel No**	
SIGNATURE			
Signed (Volunteer)		**Date**	

Reference No. 1			
Surname		**Forename**	
Address			
Postcode		**Contact Tel No**	
Contact email			

Reference No. 2			
Surname		**Forename**	
Address			
Postcode		**Contact Tel No**	
Contact email			

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Appendix 2 - Volunteer Reference Request Form

Fife College

REFERENCE IN STRICT CONFIDENCE

Referee Details

Name

Organisation:

Address:

Contact Details:

Name of Volunteer:

How long have you known / employed the individual?   Years   Months

What capacity do you know them? Please tick appropriate box.

Current Employer		Former Employer		Family Friend	
Current Colleague		Former Colleague		Voluntary Association	
Educational		General Practitioner		Other please state	

Current/Former employers only

Is the employee the subject of current disciplinary action? Yes / No

If former employer, was the candidate dismissed? Yes / No

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If current or former employee, please provide details of duties and responsibilities. If known in another capacity can you provide details of skills and qualities that would be appropriate whilst volunteering:

How do you rate the individual on:

✓ as appropriate	Excellent	Good	Acceptable	Poor	Very Poor
Ability					
Conduct					
Time-keeping					
Work Quality					
Future Potential					
Team Working					

Do you consider the individual to be trustworthy?   YES/NO

Please comment on the individual's suitability for volunteering with Fife College:

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Any additional information you may care to give would be greatly appreciated. In particular information relating to volunteering within an educational environment.

Name:			
Signature:		Date:	
Position:		Company:	

Appendix 3 - Volunteer New Start Checklist

Fife College

VOLUNTEER - NEW START CHECKLIST

Name:	
Start Date:	
Department:	

ACTIONS	DATE ISSUED	DATE RETURNED
PVG Application sent to Volunteer for completion		
PVG Application sent to Disclosure		
Volunteer Personal Details Form sent for completion		
Request References (x2)		
Send ICT Acceptable Use Policy, ICT Security Policy and ICT and Information Security Policy User Understanding Form		
Email Digital Services to request Network / Email Account if required		
Send Welcome to Fife College Email		
Arrange review meeting to review 4-week trial period		

Appendix 4 - Volunteer - Manager Induction Checklist

Fife College Volunteer - Manager Induction Checklist

Name:	**Role:**
Department:	**Base Location:**
Start Date:	

First Day

Tour of building including facilities – toilets, staff room, canteen etc.	☐
Room location and work areas	☐
Introduction to colleagues	☐
Fire alarm action fire exists and muster points	☐
First aid facilities / location of nearest first aider	☐
Role of team / department	☐
Duties and responsibilities agreed	☐
Confirmation / Introduction to Buddy / Mentor (if necessary)	☐
Confirmation of start and finish times including Break / Lunch Break arrangements	☐
Absence reporting – ensure the volunteer is aware of the reporting procedure and who they should contact	☐
Log In details (including printer access)	☐
. The log in details will give access to My Fife including My Learning to complete the following Essential Modules: **Safeguarding Children and GDPR Essentials**	☐

Signed: **(Manager)**	**Signed:** **(Volunteer)**
Date:	**Date:**

Form should be retained by Manager

Appendix 5 – Welcome Information for Volunteers

To be emailed to Volunteer on the first day

Good morning / afternoon - name,

Welcome to Fife College!

To help Volunteers settle into the College, we have brought together all the essential need to know information.

Travel Expenses

In order for you to receive payment for travel you will be required to complete the attached Travel Expenses Claim form and return it to your line manager for approval. Claim forms should then be sent to the Finance Department for payment.

Onboarding Process

The main aim of the online induction is to ensure that you gain the appropriate information to enable you to feel part of Fife College. The induction is constantly developing and evolving to include changes and your feedback is a valuable part of the development process. We hope you find the online induction informative and enjoyable. You can access the site by clicking on this link.

Essential Modules

Your network login and password will be required to login to My Fife to complete the following essential modules: **Safeguarding Children and GDPR Essentials modules.** You may also have to complete **"Adult Protection"** and your manager will advise you if this is the case.

The modules can be found at by clicking on this link 'All Staff Essential Modules'– these should take around 1.5hr in total to complete and should be complete within one month of commencing your volunteering with the College. Each module has a short multiple-choice assessment with a pass mark of 80%.

You can access the modules from home, or from within any College campus. Please discuss this further with your manager if you are having difficulties in completing the modules.

Managers Induction Checklist

Attached is the relevant Managers Induction checklist which should be completed preferably within the first 5 days of you commencing your Volunteering with your line manager.

Should you have any questions or require any clarification on any of the above please do not hesitate to contact me.

Appendix 6 - Associated Documents below are all located at Strategies, Plans, Policies and Procedures

Document Title
• Social Media Policy and Staff Guide
• Communications Policy
• ICT Acceptable Use Policy
• Health and Safety Policy
• Corporate Parent Plan 2021-2024
• Data Protection Policy and Procedure
• Safeguarding Policy for the Protection of Staff, Children and Adults at Risk
• Bullying and Personal Harassment Policy and Procedure
• Equality and Diversity Policy
• Code of Conduct for Staff

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