

**East Lothian Council Active Business Unit**

**Volunteer Policy**

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**1.0 Introduction**

ABU refers to East Lothian Council Active Business Unit. This service is made up of three teams. Active Schools Team, Outdoor Learning Team, Sports Development & Physical Activity Team.

# Healthier Lives through Sport and Physical Activity

## SCHOOLS AND EDUCATION

Physical Education, Physical Activity & School Sport (PEPASS)

Outdoor Learning

Active Schools / Extra Curricular Activity

Curriculum Delivery

School Sport Competition

Early Years Physical Activity



## CLUBS AND COMMUNITIES

Community Sports Hubs

Sports Specific Development

Participation programmes

Long Term Participant Pathway

## PERFORMANCE PATHWAYS

District Squads

Governing Body Pathways

Performance Athletes in Schools (PAIS)

Sports Awards Scheme



## HEALTH IMPROVEMENTS

Population Physical Activity Programmes

Referral Programmes

Health Walks

## PEOPLE

Coaches

Young Leaders

Volunteers

Professional Staff

Training

Spotlight Awards



## PROFILE

Active East Lothian

Social Media

Celebrating Sport

Events

Marketing / Media

## PLACES

Manage, Maintain & Retain Assets & Facilities

Community Enabled Projects

Local Development Plan (LDP) - Housing Growth



## **1.2 Values and Principles**

The ABU recognises that volunteering can benefit our organisations by increasing the range of opportunities, skills, knowledge, interests, life experiences and cultural backgrounds within the service. Volunteers can look at the work we do with a fresh eye and provide valuable input and delivery to the ABU. We value their contribution of time and skills as an essential ingredient to our success.

The ABU recognises that volunteers not only provide a valuable resource for the service but also benefit as individuals. Where possible ABU will aim to respond to volunteers' needs by providing opportunities for them to gain relevant experiences or competencies in their chosen area of interest.

## **1.3 Objectives of the Volunteer Policy**

Volunteers give their time to the ABU and in return they have the right to involvement and participation throughout the delivery of the ABU services, and recognition for the tasks they perform. The aim of this policy is to define good volunteering practice for use throughout the ABU and to provide guidelines for staff in relation to volunteering.

This policy and its implementation will be reviewed every three years to ensure it remains appropriate to the needs of the ABU and its volunteers.

This policy is not implicitly or explicitly a binding contractual or personal agreement. ABU reserves the right to change any aspect of the policy at any time after consultation with the relevant parties.

## **2.0 General**

Volunteers may be involved in all areas of activity within the ABU but shall not be engaged to replace paid staff.

### **2.1 Diversity**

The ABU is committed to developing and maintaining a culture within our organisation where different ideas, abilities, backgrounds and needs are fostered and valued.

All prospective volunteers will be treated equally and fairly. Where a prospective volunteer has a particular access need this will not be a barrier to their volunteering and every effort will be made to explore how to remove or work around real or perceived barriers.

## **3.0 Recruitment and Selection**

The Volunteer Programme and specific volunteering opportunities will be made widely available through the Active East Lothian website, Social Media, Volunteer Scotland, Strive, QMU, Napier University and, on request and where possible, in alternative formats.

### **3.1 Application procedure**

All prospective volunteers will be sent a copy of the ABU Induction Pack, which includes a Prospective Volunteer Registration Form.

On receipt of the completed Prospective Volunteer Registration Form, applicants will then be asked to attend an informal meeting in order that both parties can find out more about their expectations and the suitability of the voluntary position. Before starting with the ABU, volunteers will be required to read this Policy, the Child Protection and Social Media guidelines, sign a Volunteer Agreement and provide relevant contact details.

### **3.2 References & PVG's**

Each volunteer will be required to provide the ABU with two referees before commencing their placements. A referee can be a professional or personal (including ABU staff), but not a relative.

It is likely that due to the nature of the work undertaken, volunteers will have contact with children or vulnerable adults, offers of a voluntary position may be subject to a background check through schemes such as PVG Scheme. Volunteers will be made aware of this during the recruitment period.

#### **4.0 Induction and Involvement of New Volunteers**

All new volunteers on entry to the ABU will receive the first phase of an induction to their designated work area by their Volunteer Line Manager (VLM). The first month of a volunteer's placement will be treated as an induction period and the placement will be reviewed at the end of this time. ABU Volunteer Induction Pack will be used to ensure volunteers are given all the appropriate information.

#### **4.1 Length of the Volunteer Agreement**

Placements will be reviewed constantly. An informal review of the placement will take place at least annually to discuss any issues a volunteer or VLM has. The meeting is a chance to chat about the volunteer's role and offers an opportunity to examine and assess the volunteer's work; to discuss future goals and identify any training and development needs. However, it is important that any issues arising by either party are not put off until the annual meeting. The volunteer can request a chat with their VLM or any other staff member at any time.

Engagement as a volunteer is at the discretion of the ABU and the individual volunteer and may be terminated at any time.

#### **4.2 Insurance**

Individuals who are volunteering or are on unpaid work placement with the ABU will, like paid staff, be covered by the Council's insurance policies.

#### **4.3 Health & Safety**

The ABU and East Lothian Council have the same duty of care for volunteers as they do staff, contractors, visitors and others who may be affected by its activities. Volunteers have a duty to co-operate with the ABU and the Council in the implementation of its Health & Safety Policy, and ensure that they carry out their work without risk to themselves or others, and to report risks and accidents to their VLM. As part of their induction period, and when engaged in certain tasks, volunteers may be asked to read Council policies in relation to Health and Safety issues.

Where relevant, volunteer activities will be risk assessed prior to being undertaken, the risk assessment (RA) will be recorded on the ELC health and safety management system (RIVO Safeguard) and that assessment shared with the volunteer.

All incidents should be reported to VLM.

#### **4.4 Training**

The ABU will provide training to the role as and when appropriate.

Including access to the LearnPro community website.

Volunteer training will be arranged as required.

Volunteers will be encouraged to attend local and governing body opportunities as they arise.

#### **4.5 Records**

Records will be maintained on each volunteer, including:

- Recruitment documentation
- Dates of Service
- Activity participation
- Training Records
- Contact information
- PVG Scheme reference number
- Any complaints documentation.

Volunteers' personal records shall be treated as confidential in accordance with GDPR and data protection regulation. Individuals will be able to access their own records. The legal basis for processing volunteers' personal data is consent.

Volunteers' personal records will be destroyed/deleted six months after the volunteer leaves East Lothian Active Business Unit.

#### **4.7 Absence**

Volunteers should be required to give timely notice of cancelling their attendance on any particular work day(s) due to holidays or other personal reasons. The volunteer should contact their Volunteer Line Manager (VLM) or their VLM's line manager as appropriate. The ABU should undertake to reciprocate with reasonable notice if other staff or volunteers are absent.

#### **5.0 Support**

In all areas of the ABU where volunteers are involved, they will have a designated member of ELC staff to support or supervise their tasks, known as their Volunteer Line Manager (VLM). In the case of staff absence, planned or unplanned, volunteers should be made aware of alternative members of staff to approach. This may include staff at other locations with whom contact should be established as part of the induction process.

#### **5.1 Problems**

The ABU aims to identify and solve problems at the earliest possible stage. The procedure for dealing with problems will be made available to all volunteers and staff. In the event of a dispute or other problem arising that cannot be dealt with on the spot by ABU staff on duty, it should be reported to a VLM or other member of the ABU staff either by phone or email as soon as possible.

#### **5.2 Confidentiality**

Volunteers are likely to become aware of confidential information about the ABU, its staff, parents and pupils. Volunteers should not disclose this information or use it for their own or another's benefit without the consent of the party concerned. This does not prevent disclosure once the information is in the public domain (unless it has been made public as a result of the volunteer's breach of confidentiality) or where the law permits or requires disclosure.

#### **5.3 Recognition**

The ABU acknowledges that although volunteers do not seek reward, they deserve and are appreciative of recognition for the tasks they perform. The ABU will seek ways to publicise and recognise individual and the collective contribution of its volunteers.

#### **6.0 Evaluation and Monitoring of the Volunteer Programme**

The input of volunteers and staff into the evaluation of the programme will be encouraged, valued and sought through informal and formal methods.

#### **6.1 Leaving the ABU**

The ABU recognises that volunteers may choose to leave for personal reasons at any time. By creating a supportive environment where volunteers can express their needs and opinions both formally and informally, it is the intention of the ABU that no volunteer will leave without letting us know the reason they are leaving, preferably in advance and filling out a leaver's questionnaire if appropriate.