

Stirling Students Union Volunteering Policy

Definition of a volunteer: an individual who contributes their time voluntarily to the betterment and improvement of the University of Stirling Students' Union, including, but not limited to; F-Team, Trustees, Executive Officers, STEER Captains and Environmental Projects.



Purpose

- Formally acknowledges and support the role of volunteers within the Students' Union
- Sets out a policy to ensure good working practice
- Defines the rights and responsibilities of the Students' Union and its volunteers
- Encourages and enables, rather than limits, the involvement of volunteers
- To set out guidelines of rights and responsibilities
- To ensure that volunteers are aware of health and safety procedures

Volunteer Rights and Union's Responsibilities

Every Students' Union volunteer has the right:

- To be actively involved in any of Stirling Students' Union's volunteering opportunities.
- To have a description of their volunteering role and what is expected of them
- To be given appropriate personal development
- To be supported throughout their volunteering role
- To receive recognition for their commitment to voluntary projects
- To be safe in their volunteering placement, in line with our Safe Space Policy
- To have all reasonable expenses reimbursed by prior approval from the project's coordinator or the Activities & Volunteer Coordinator
- To have any concerns or questions dealt with promptly
- To stop or change their volunteering placement at any time by giving adequate notice
- To have their personal information kept in a secure and responsible manner, in line with the Data Protection Act, 1998 and the GDPR regulations in place since 25th May 2018
- To be recognised as an individual, according to the Union's Equal opportunities and Equality, Diversity & Inclusion (E,D&I) Policy
- To receive up to date information about all volunteering opportunities

Volunteer Responsibilities

- To abide by all Stirling Student Union's policies and procedures
- To act in accordance with the Union's Equal Opportunities and Equality, Diversity & Inclusion (E,D&I) Policy
- To keep in regular contact with the relevant Union staff member
- To inform their relevant Union staff member if they have a problem or want to leave a project with reasonable notice
- To attend training where appropriate
- To maintain their agreed level of commitment and to advise the relevant staff member if their commitment level has changed

- To act appropriately and set a good example to others when volunteering
- To be open and honest with Stirling Students' Union
- To give feedback to Stirling Students' Union
- To respect confidentiality procedures of the Union and voluntary project
- To self-disclose any personal information or records to the Union, that are requested by the Union or may impact on your ability to volunteer

Union Rights

- Stirling Students' Union reserves the right to cancel a project at any time
- Stirling Students' Union reserves the right to remove or replace a volunteer in a position who is not abiding by the "volunteer responsibilities"
- Students Union may instruct its volunteers to undergo a PVG check if the volunteering involves working with children or vulnerable adults.

Complaints

Stirling Students Union aims to identify and assist with solving problems at the earliest possible stage and will help to resolve any issues that may arise as a result of your volunteering or with the organisation you are assisting.

We encourage any student, staff, or community partner to contact us if they have any complaints or concerns by phone, email, by letter or in person and we will endeavour to work to resolve the issue.

If you would like to speak to an independent member of Stirling Students Union staff, details can be obtained from <https://www.stirlingstudentsunion.com/aboutus/unionstaff/>.

A copy of the Complaints procedure is available from the Students Union offices and website

<https://www.stirlingstudentsunion.com/aboutus/governanceandplanning/>

Insurance

Volunteers taking part in authorised Stirling Students' Union volunteering activities are covered by the Students Union's Public Liability insurance

Cover is subject to the volunteer following legal/local authority and guidelines.

Is it the responsibility of Stirling Students Union staff to ensure that projects adhere to these standards.

Copies of the Students Union's Public Liability insurance can be found in the main office of the Union and a copy can be requested by emailing theunion@stir.ac.uk

Grievance and Disciplinary

Stirling Students Union has its own disciplinary schedule which all of its members and volunteers must adhere to. Grounds for disciplinary action include:

- Violence or threat of violence

- Drunk and disorderly conduct
- Harassment of any kind
- Abusive language to students or staff members
- Contravention of the Equal Opportunities/ E, D & I Policy
- Lewd or offensive behaviour
- Any behaviour which causes a student, guest or staff member to lodge a complaint

Copies of disciplinary schedule are available from the Students Union offices and website.