



## **Volunteering & Student Community Action Policy**

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## **1. Purpose and preamble**

- 1.1 The aim of this document is to clarify and ratify the Union's policy on Volunteering & Student Community Action.
- 1.2 From time to time there will be a requirement to update these procedures; this will be done at least every two years.
- 1.3 The Volunteering & Student Community Action Policy forms an appendix to the Constitution and in the event of any conflict, the Constitution is the overriding document of authority.

## **2. Student Offices With Responsibility For Volunteering & SCA**

- 2.1 There shall be a VP Activities & Participation elected as a member of the Union's Board of Trustees, who shall have responsibility for Student Community Action.
- 2.2 The VP Activities & Participation shall also have responsibilities for Student Community Action & External Volunteering.
- 2.3 All Trustees, especially sabbaticals have responsibility for Union volunteers.
- 2.4 The VP Activities & Participation will be responsible for overseeing all SCA projects to ensure that they are in keeping with Union policy and the Union's legal obligations under the Education Act and Charity Law.
- 2.5 The Board of Trustees shall be responsible for agreeing a budget for use for volunteering & SCA projects on an annual basis. This budget excludes volunteer costs paid via other budgets they are working directly under e.g. communications team is paid for out of media and marketing budget.

## **3. Union Volunteers**

- 3.1 The Union will encourage its members to become actively involved in the running of the Union and its activities, by becoming a Union Officer or Rep, joining one of the executive advisory groups, join the h20 or Entertainments team or just help run a club or society.
- 3.2 The Union will ensure that all volunteers are offered appropriate in house training, to help them cope with the requirements of their post.
- 3.3 Union officers and staff should ensure they communicate with the volunteers they are responsible for on a regular basis and should ensure they are informed of and encouraged to participate in any appropriate activities.
- 3.4 The Union will not allow volunteers to be used to replace paid members of staff or sabbatical officers.
- 3.5 Volunteers should not be out of pocket as a result of their voluntary work with the Union; the Union will pay expenses in line with Union policy. This does not mean that volunteers can be paid for their time.

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#### Communications Team & h20

- 3.6 The Communications team and h20 team shall be run in accordance with the Media, Marketing & Communications Policy.

#### Entertainments Team

- 3.7 The Entertainments team shall be run in accordance with the Entertainments Policy.
- 3.8 The Entertainments team will be responsible for ensuring the views of the membership are raised on matters of entertainment within Union premises or organised by the Union.

#### Campaigns Group

- 3.9 The Campaigns group shall be run in accordance with the Welfare, Representation & Campaigns Policy.
- 3.10 The Communications Group will be responsible for ensuring the views of the membership are raised on matters of campaigns and that the Union runs campaigns on matters that directly affect the membership, as well as ones on issues that are of interest to the membership.

#### Other Trustee Advisory Groups

- 3.11 Any member of the Board of Trustees may establish an advisory committee on any issue that they have responsibility for, to gain input from the membership on an issue.
- 3.12 Any member of the Union including members of the Board of Trustees may participate in these groups.
- 3.13 Trustee Advisory Groups have no formal powers other than that of advising members of the Board of Trustees.

#### Subject Reps

- 3.14 The Subject Reps. system shall be run in accordance with the Welfare, Representation & Campaigns Policy and the Subject Rep. handbook.

#### Non-elected Union Reps

- 3.15 Non-elected Union Reps. will be appointed in accordance with the non-elected reps. procedure.
- 3.16 Non-elected Union Reps. shall attend appropriate Trustee Advisory Committee.
- 3.17 Non-elected Union Reps. will liaise with members of the Board of Trustees on matters that concern the group they represent.
- 3.18 Non-elected Reps. will liaise with the Equal Opportunities Officer, President (Welfare & Representation), and VP Communications & Campaigns regarding the running of campaigns and raising awareness of issues that are of concern to the group they represent.

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- 3.19 The President (Welfare & Representation) shall ensure all Non-elected Reps. receive appropriate training and are designated a member of the Board of Trustees who will be responsible for liaising with them on a regular basis.

#### Club & Society Committees

- 3.20 Each club or society must have a committee appointed in accordance with the Student Activities & Development Policy.
- 3.21 The VP Activities & Participation will ensure that members of club and society committees will receive appropriate training.
- 3.22 The VP Activities & Participation will liaise with Clubs & Societies Officer to ensure that all members of club and society committees receive appropriate training.
- 3.23 All society committee members will form the Societies Committee and shall be consulted as a group by the Clubs & Societies Officer and the VP Activities & Participation on matters that effect societies affiliated to the Union.
- 3.24 All Athletic Union affiliated club committee members will form the Athletic Union Committee and shall be consulted as a group by the Clubs & Societies Officer and the VP Activities & Participation on matters that affect Clubs affiliated to the Union and the Athletic Union.

#### Board of Trustees

- 3.25 Student Officers on the Board of Trustees shall be elected in accordance with the election regulations.
- 3.26 Non students on the Board of Trustees shall be appointed or elected in accordance with the constitution.
- 3.27 The Board of Trustees shall operate in accordance with the Union Constitution.
- 3.28 The President (Welfare & Representation) shall ensure that members of the Executive Committee are appropriately trained.
- 3.29 The Board of Trustees shall be entitled to expenses in the same way as any other Union volunteer.
- 3.30 Members of the Board of Trustees shall be entitled to free entry to Union events; this excludes all balls and major events.
- 3.31 The Union will give each member of the Board of Trustees two polo shirts with their position embroidered on. These polo shirts should be used as often as possible when within Union premises or taking part in a Union activity, especially whenever they are on site or representing the Union at University meetings or meeting with outside organisations.

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- 3.32 Trustees will be issued an ID badge that must be kept on the officer's person at all times while within Union premises or taking part in a Union activity, and especially whenever they are on site or off site representing the Union.
  - 3.33 In keeping with the role of the Board of Trustees as the Trustees of the Union, they may not receive payment for the time spent on duties that fall within their Trustee Responsibilities. However, they may be paid for work undertaken for the Union outside their role as a member of the Board of Trustees in line with the Constitution, e.g. sabbatical officers are paid for the time spent as Trustee Support Officers.
  - 3.34 The Union will not employ members of the Board of Trustees while they are Trustees of the Union. However, members that are employees of the Union before the elections may stand for a post as an Trustee and may remain in their job with the Union if they are elected.
  - 3.35 If a member of the Board of Trustees is an employee of the Union, they must not take part in any decisions that would directly affect them as an employee, e.g. sabbaticals may not take part in a decision to increase sabbatical wages.

#### Volunteer Expenses

- 3.36 Volunteers should not be out of pocket as a result of their voluntary work with the Union; the Union would pay expenses in line with Union policy. This does not mean that volunteers can be paid for their time.
- 3.37 The appropriate budget holder on the Board of Trustees may reimburse anyone for any pre-agreed legitimate expenses incurred while representing the Union. Expenses will be subject to levels agreed in Union policy.

#### **4. Volunteer Placements In The Community**

- 4.1 The VP Activities & Participation and Student Community Action Rep shall be responsible for liaising with the University's Volunteer Challenge Coordinator, over matters of volunteer placements and the running of ongoing development of Volunteer Challenge.
- 4.2 The Union shall assist with the promotion of Volunteer Challenge and encourage members to undertake volunteer placements.
- 4.3 In line with the Union's Student Activities & Development policy, the Union will actively encourage Union members to take part in summer voluntary schemes within the local area, but also throughout the UK and the rest of the world.

#### **5. Student Community Action**

- 5.1 The VP Activities & Participation shall have responsibility for Student Community Action projects.
- 5.2 The VP Activities & Participation is expected to establish a SCA Advisory Group, made up of volunteers. The SCA Rep should also be in attendance.
- 5.3 The SCA Rep will liaise with the VP Activities & Participation to setup, coordinate and oversee all SCA projects.

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- 5.4 The Board of Trustees shall be responsible for agreeing a budget for use for volunteering & Student Community Action on an annual basis.
  - 5.5 The VP Activities & Participation shall be responsible for allocating funds to individual campaigns after consultation with the SCA & Volunteering Group and other interested Trustees.
  - 5.6 The Board of Trustees may, at its discretion allocate a budget directly for use for an individual SCA project, define a set amount to be used on a set Volunteering & Student Community Action budget or from the main Volunteering & Student Community Action budget.
  - 5.7 If a Trustee or Union member feels that a budget allocation for a specific project is insufficient, they can ask the Board of Trustees to review the decision of the VP Activities & Participation.
  - 5.8 Any member of the Union may volunteer as a SCA volunteer and take part in a SCA project.
  - 5.9 Any member of the Union or member of the Board of Trustees may submit a proposal for a SCA project to the SCA Rep and VP Activities & Participation, who will discuss the proposal with the SCA & Volunteering Group.
  - 5.10 If a project proposal is agreed, the member who submitted the proposal is expected to work with the SCA Rep and VP Activities & Participation to write a project action plan, budget and complete risk assessment.
  - 5.11 All project action plan, budget and risk assessments, must be submitted to the Membership Services Manager and the Board of Trustees for approval, at least one month before the activity is due to start.
  - 5.12 Any SCA project must comply with all Union policies and the policies of any host organisation, as well as any legal requirements.
  - 5.13 All SCA members must register with Volunteer Challenge; the SCA Rep and VP Activities & Participation will liaise with Volunteer Challenge to ensure the database is kept updated.
  - 5.14 The VP Activities & Participation will ensure that all SCA volunteers receive all appropriate training and are informed of all policies that affect them.
  - 5.15 SCA volunteers may receive expenses when they take part in a SCA project, in accordance with Union policy. Any expenses must be pre agreed with the VP Activities & Participation and taken account of in any budget. The Union will not pay for any expenses that are not pre agreed or budgeted for.
  - 5.16 The VP Activities & Participation and SCA Rep should liaise with the Membership Services Manager to ensure that outside funding or sponsorship is sought whenever possible for SCA projects.

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### Rights of SCA Volunteers

- 5.17 The SCA Rep and VP Activities & Participation will keep SCA Volunteers informed about volunteer opportunities, workshops and events, and other relevant volunteer information that should be as accurate and up-to-date as possible.
- 5.18 The SCA Rep and VP Activities & Participation will regularly meet with SCA volunteers and make themselves available if required at other times
- 5.19 The SCA Rep and VP Activities & Participation help with finding a suitable volunteer project for a SCA volunteer and give on-going support, as well as guidance and support in planning, arranging, and carrying out a volunteer-led project/ activity.
- 5.20 SCA volunteers will be given an induction and then offered generic training, specific training, feedback sessions, as well as a regular drop-in service, to receive accreditation for your volunteer work.
- 5.21 All SCA volunteers will be treated equally and without discrimination, to confidentiality of your personal records, to safety when volunteering and protection against any risks.
- 5.22 SCA volunteers will receive training regarding policies and guidelines.
- 5.23 SCA volunteers taking part in Bath Spa SCA run projects will be covered by the Students' Union insurance, and by outside organisation's insurance if the project is run by an outside organisation.
- 5.24 SCA volunteers may raise a complaint or grievance regarding any part of SCA or its projects, in accordance with the Union's Complaints Procedure.
- 5.25 SCA volunteers may stop volunteering at any time, but must inform the SCA Officer or VP Support & Community Action of their intentions.
- 5.26 Bath Spa SCA will not permit its volunteers to be used as a substitute for paid work.

### Responsibilities of SCA Volunteers

- 5.27 SCA volunteers will be required to register with SCA Projects or Volunteer Challenge via the on-line registration system and submit references and disclosure forms for police checks if necessary.
- 5.28 SCA volunteers will be required to keep the SCA Rep or VP Activities & Participation informed of any changes to your registration details.
- 5.29 SCA volunteers will be expected to keep the SCA Rep or VP Activities & Participation informed of how your project placement is going and should contact them if the volunteer requires advice and guidance if any problems arise.

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- 5.30 SCA volunteers must attend compulsory training for your voluntary activity and request specific training if you require it, and provide feedback when requested to do so.
  - 5.31 SCA volunteers will be expected to keep a record of their activities.
  - 5.32 SCA volunteers must operate in accordance with Union policies and guidelines relevant to the voluntary activity and the policies and guidelines of any host organisations.
  - 5.33 SCA volunteers must take every reasonable care whilst volunteering.
  - 5.34 SCA volunteers must be aware of your own study/ work commitment and not to undertake voluntary work that will adversely affect it.
  - 5.35 SCA volunteers must follow the complaints, grievances, and disciplinary procedures.
  - 5.36 SCA volunteers are expected to be reliable and committed volunteers and represent Bath Spa SCA in a professional manner.
  - 5.37 SCA volunteers are expected to speak up if you are not enjoying your project or placement so that something can be done about it!

#### Confidentiality

- 5.38 The Union recognises the importance of confidentiality and the Confidentiality Statement exists to protect volunteers, staff and clients.
- 5.39 The Union is committed to actively implementing statement and to disseminating information to every volunteer based around the issues of confidentiality.
- 5.40 SCA volunteers should be able to distinguish between information given to them by clients that should remain confidential, and information that they are given which must be disclosed.

#### Child Protection Guidelines

- 5.41 Abuse is the intentional harming of a child or other vulnerable person by someone in a position of trust; this could be a relative, carer, neighbour or anyone else who has contact with children or other vulnerable people.
- 5.42 The protection of children and other vulnerable people is an important issue for anyone who works with these groups. The full Child Protection Guidelines and relevant forms are on the SCA website. They are not comprehensive, and it is important that anyone who works with children has child protection training.
- 5.43 Any SCA volunteer taking part in an activity that involves working with children or other vulnerable person, must comply with legislation and have the appropriate Criminal Records Checks made.

## Data Protection

- 5.44 The Union and Volunteer Challenge are committed to compliance with the Data Protection Act. SCA volunteers should be aware that the Union and Volunteer Challenge share members' information to assist in the management of the volunteering projects and for statistical management

## 6. Rag Society

- 6.1 The VP Activities & Participation shall be responsible for liaising with the President of the Rag Society over the management of the society.
- 6.2 The Rag President shall be elected by the society members, in accordance with the Student Activities & Development Policy. If no society exists the post will be advertised and will be appointed by the Board of Trustees under the guidelines for appointing non-elected reps.
- 6.3 The Rag Society shall recruit members, have a committee and be run in accordance with the Student Activities & Development Policy and the Societies Constitution.
- 6.4 Rag may run charity events in association with the Union on Union premises. Such events must be booked in advance of the event and must be run by Rag; charity events must differ from the normal Union events held. Normally 50% of the profit from door entry fees will be donated to charity unless the event is agreed by the Board of Trustees as a pre-agreed major charity event e.g. Dave Gamble Memorial Flux.
- 6.5 The Union will keep records of accounts on behalf of the Rag Society as if it was a normal Union society. The Rag Society must not hold a bank or building society account of its own.
- 6.6 The VP Activities & Participation will be responsible for liaising with the Rag Committee and ensuring all fundraising activities of the Rag Society are in keeping with Union policy and that any legal requirements are satisfied. The Membership Services Manager must be consulted on all matters of concern.
- 6.7 Any charity fundraiser or event run by the Union or an affiliated society must be conducted in association with the Rag Society.
- 6.8 The Rag Society shall run a Rag Week in the summer term each year.

## 7. Freshers' Helpers

- 7.1 In May each year the VP Communications & Campaigns shall be responsible for recruiting members to assist with Freshers' Week in the following academic year.
- 7.2 The VP Communications & Campaigns shall be responsible for communicating with the communicating with the helpers during the summer holidays and ensuring they are kept updated regarding Freshers' Week.
- 7.3 After consultation with the President (Welfare & Representation) and Membership Services Manager, the VP Communications & Campaigns shall

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be responsible for updating the Union's Freshers' Helpers Guide. The guide must include a helper's job description, list of events and timetable of other activities during the week and helper's rules.

- 7.4 Freshers' helpers will be treated in the same way as any other Union volunteers, and as such may be reimbursed for any expenses pre approved by a budget holder.
- 7.5 The Union will produce a helpers badges and a t-shirt for each helper. Helpers must wear the either the t-shirt or badge or both whenever they are helping during Freshers' Week.
- 7.6 Freshers' helpers will be expected to pay for entry to any events during Freshers' Week, unless the helper has been asked to help at that event. All helpers must pay for the Freshers' Party.
- 7.7 The Union may at the discretion of the President after consultation with Union staff and officers, may give any helper that is deemed to have helped the Union a lot on a particular day, a free entry ticket to a Freshers' event. The Freshers' party will be excluded.
- 7.8 The VP Activities & Participation shall be responsible with other Executive Officers for training Freshers' Helpers prior to the week beginning.
- 7.9 The VP Activities & Participation shall be responsible with assistance of other Trustees for co-ordinating the helpers during Freshers' Week.

<b>Approved by:</b>	<b>on:</b>
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