

## **Staff Volunteering Policy**

### **1. Policy and Procedure Approval**

The Senior Management Group approved this policy and procedure in May 2011. This policy will be reviewed by Human Resources at intervals no greater than three years.

### **2. Policy Statement**

Volunteering offers an opportunity to actively contribute to the communities in which volunteers work (and may also live). Volunteers use their knowledge, skills and experiences to support community or voluntary sector organisations in their service delivery or strategic development.

Volunteering is also a great way to develop skills and engage with new people by taking on exciting and rewarding challenges. Volunteering benefits the local community, you and the University.

As part of Brunel's commitment to staff development and the local community, the University operates an employer-supported volunteering scheme, giving University staff members the opportunity to volunteer during work-time. Opportunities are wide-ranging: from individual placements drawing upon an individual's professional experience, to departmental team challenges involving practical tasks.

As a Brunel Volunteer, you will be invited to the annual Brunel Volunteers Award at the end of the academic year.

### **3. Key Principles**

- 3.1 The provisions of this policy and procedure apply to all staff directly employed by the University.
- 3.2 Permission of the line manager must be sought before participation in the scheme as applications for volunteering opportunities cannot be accepted without this permission. In order to avoid service disruption, the timing of volunteer activity must also be agreed with line managers. However, permission will not be withheld unreasonably.
- 3.3 The only volunteering activities that will be recognised by the University's scheme will be those that are advertised through Brunel Volunteers. Volunteering will take place in the London Borough of Hillingdon, with Brunel Volunteers partner charities and organisations.
- 3.4 All organisations seeking volunteers from Brunel have to provide full risk assessments to the University and demonstrate that they have appropriate Employment Liability Insurance in place which will cover staff whilst volunteering.
- 3.5 Permanent full time members of staff are permitted 36 hours paid leave in every 12 month period to participate in the Staff Volunteering Scheme (pro-rata for part time staff or staff on fixed term contracts of less than 12 months). Approval in relation to a further period of volunteering may be granted by line managers but it may also be withdrawn

should the needs of the service change or in order to allow other members of staff to participate in the Scheme.

3.6 Volunteering days can be taken consecutively or as a series of full, half days or hourly sessions

3.7 The University will not be responsible for any travelling expenses incurred; however, most organisations reimburse travel expenses.

3.8 In the event of a dispute on the application of this policy, employees are able to use the grievance procedure to address their concerns, beginning with the informal measures set out in that grievance procedure

#### **4. Procedure**

To make an application for supported volunteering, please follow the steps set out below:

1. Visit <http://brunelvolunteers.com/staff-volunteering/>
2. Download and complete the permission form which must be signed by your line manager and returned to [Brnel.Volunteers@brunel.ac.uk](mailto:Brnel.Volunteers@brunel.ac.uk)
3. For individual volunteering opportunities visit [www.brunelvolunteers.com](http://www.brunelvolunteers.com), search the available volunteer vacancies and complete the 'Register Your Interest Section' on the Staff Page.
4. If you would like to organise a group volunteering session, as team building activity for your department please email [Brnel.Volunteers@brunel.ac.uk](mailto:Brnel.Volunteers@brunel.ac.uk) for up to date opportunities.
5. Sign up for the monthly staff volunteering newsletter, to be kept up to date with new opportunities by emailing [Brnel.Volunteers@brunel.ac.uk](mailto:Brnel.Volunteers@brunel.ac.uk).

#### **5. Further guidance**

For information on current volunteering opportunities please visit [www.brunelvolunteers.com](http://www.brunelvolunteers.com)