

The Hunterian is committed to providing a variety of work experience opportunities and to enhancing the employability of University of Glasgow students. This document sets out our current policy on unpaid voluntary work opportunities.

It should be noted that where a work need or project arises, priority is given to filling such a need with a formal work placements as requested by academic departments as part of a programme of study. Such placements are not covered by this policy. If the need cannot be met with a formal work placement, it may be considered as a volunteering opportunity.

1. Definitions

1.1. **Volunteer:** anyone who without compensation or expectation of compensation beyond reimbursement of legitimate expenses, performs a task at the direction of and on behalf of The Hunterian. A 'volunteer' will be officially accepted and inducted prior to performance of any task. Volunteers shall not be considered as 'employees' and will not for example be eligible to apply for internal only job vacancies.

1.1.1. **University of Glasgow students:** Any registered student of University of Glasgow. This includes any level of study (undergraduate, postgraduate taught, postgraduate research) and participants of courses from the Centre for Open Studies.

1.1.2. **External to University of Glasgow (Specific skills):** Where an individual has a specific skill or knowledge relevant to the needs of a given task and where such skills cannot be found within the student body, the requirement to be a registered UofG student can be waived.

1.2. Other forms of unpaid work, not within the scope of this policy.

1.2.1. students undertaking a formal credit-bearing work placement as a part of their programme of study

1.2.2. Honorary Staff.

1.3. **The University:** For the remainder of this document, "The University" refers to the University of Glasgow.

2. Recruitment and selection

2.1. Voluntary opportunities will usually be advertised via the University Careers Service *Internship Hub*. Speculative enquiries will not generally be accommodated, but will be referred to the next recruitment opportunity.

2.2. The Hunterian must ensure that any volunteer has the right to work in the UK for the duration of his/her role and will take copies of all relevant documentation. This is compulsory for voluntary roles as well as paid ones.

2.3. Appointment will be at the discretion of the relevant supervisor at The Hunterian in consultation the Student Engagement Officer. In keeping with The Hunterian's aim to contribute to the experience and the employability of students of the University of Glasgow, currently registered students have priority over external volunteers. In recruiting from within the student body, The Hunterian will adhere to The University's Equal Opportunities policies and

procedures in making every such recruitment and selection decision.

- 2.4. In certain circumstances, where a volunteer has been given responsibility to coordinate a team of volunteers, that volunteer coordinator will be able to appoint volunteers on behalf of The Hunterian. In such cases, all volunteers thus appointed, will remain under Hunterian staff supervision.
- 2.5. In some cases, where the skills or experience required for a given project cannot be met by current students, it will be possible for volunteers to be sought outwith the current student body. The University's equal opportunities policies will apply in any related recruitment decisions.
- 2.6. A **role description** and **person specification** will be created for all advertised volunteering roles.
- 2.7. We have a wide customer base and therefore appointment to certain volunteering roles *may* be subject to a successful report from Disclosure Scotland and/or a PVG check. Disclosure Scotland clearance will be sought dependent upon the requirements of the role. Applicants who refuse to undergo a Disclosure check and/or PVG where it has been required will therefore not be suitable for appointment to that role.
- 2.8. Two named referees will be required for advertised roles. Prior to being appointed to a position, all volunteers will be interviewed to ascertain their suitability for and interest in that position. The interview will determine the suitability of the volunteer, their ability to fulfil the requirements of the position, and will answer any questions that the volunteer might have about the position. Service as a volunteer shall begin with an official notice of appointment to a volunteer position.

3. Training and development

- 3.1. All volunteers will receive induction suitable for their position
- 3.2. For each volunteering role there will be a Volunteer Agreement in place, setting out the requirements of the role. Volunteers shall be required to record their acceptance of the volunteer agreement and of this policy..
- 3.3. Volunteers will receive training to provide them with the information and skills necessary to perform their assigned tasks. The timing and methods for delivery of such training will be appropriate to the complexity and demands of the position and the capabilities of the individual.
- 3.4. Requests or requirements for additional training or conference attendance will be assessed on a case by case basis.

4. Supervision and Evaluation

- 4.1. Each volunteer will be assigned to an appropriate Hunterian staff member for supervision.
- 4.2. All planned periods of absence must be communicated to supervisors in advance. The reasons for unplanned absence should be communicated to

the supervisor as soon as possible. Continual absenteeism without appropriate justification may result in a review of the term of service or the termination of the volunteer appointment.

4.3. The supervisor will be responsible for keeping the volunteer up to date with relevant departmental circulars and activities. Individuals should also take responsibility for keeping themselves informed. Volunteers *may* be invited to staff meetings where this is relevant to their role.

4.4. **Progress review:** Volunteers will be given the opportunity to discuss their performance with their supervisor and will be entitled to receive feedback on completion of their role.

4.5. **Code of conduct:** Volunteers who do not adhere to relevant rules and procedures or who fail to satisfactorily perform their assignment may be subject to role termination. In such cases Volunteers will be offered the opportunity to discuss the reasons for the decision. The provisions of the University's student code of conduct will be taken into account where relevant. This code will also apply to external volunteers as defined in point 1.1.2. above.

<http://www.gla.ac.uk/services/senateoffice/studentcodes/staff/studentconductstaff/>

4.6. **Complaints Procedure:** The Hunterian will seek to resolve any grievances raised informally. Where this is not possible the provisions of the University's Complaints Procedure will be taken into account when resolving the issue. This code will also apply to external volunteers as defined in point 1.1.2. above. <http://www.gla.ac.uk/services/senateoffice/studentcodes/>

5. Duration & Notice requirements

5.1. The duration of a volunteer role should be set out in the volunteer agreement. It will not exceed 4 years and will typically be much shorter.

5.2. Volunteers may resign from their service at any time. It is requested that anyone who intends to resign provide advance notice of their departure of one week and stating the reason for their decision. The Hunterian will undertake to provide at least one week's notice of ceasing the volunteer arrangement and to provide explanation as to the reason for this decision

5.3. On graduating, a student volunteer will maintain the status of student volunteer until the end of September following a June graduation, or the end of December for a winter graduation. In certain cases, due to the skills and knowledge they have acquired, they may be allowed to continue with the project they began, at which point they will become an external volunteer as defined in 1.1.2 above.

6. Support

6.1. As appropriate, volunteers shall have access to University property and materials necessary to fulfil their duties, and shall receive training in the operation of any equipment.

6.2. The University's insurance policies cover volunteers.

7. Intellectual property / Ownership of work

7.1. Work produced as a result of volunteering in The Hunterian is the property of the University of Glasgow. Volunteers are welcome to keep copies of work they have produced for their own use (eg. as evidence of work undertaken)

8. IT and Social Media Use

8.1. All volunteers will be bound by the University's Acceptable Use of IT Policy. <http://www.gla.ac.uk/services/it/regulationscommitteesandpolicies/aup/codeofconduct/>

8.2. For some volunteering positions, there will be opportunities for volunteers to use social media to report on their activities and engage peers and the public in the work of The Hunterian. This can happen in one of two ways:

8.2.1. As a guest contributor, operating under The Hunterian's own social media account. This would occur with the approval of the Head of Communications and Marketing and any such guest contributor must adhere to Hunterian guidelines on style and content.

8.2.2. As an individual, sharing their own thoughts arising from their activity at The Hunterian. In such cases, the barriers between personal and professional use of social media can be blurred. It is important to consider how your activity reflects on both your professional integrity and the reputation of The Hunterian and the University of Glasgow. When posting to any public forum about Hunterian related activities, volunteers must refrain from using any abusive or offensive language or entering into any defamatory or abusive exchanges. For further guidance, please see

<http://www.gla.ac.uk/myglasgow/staff/brandguidelines/toolkit/guidetosocialmedia/>