

Volunteer Policy, The Hunterian 2023

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 placement as required by a given 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:** A person who freely offers their time to carry out a task or set of tasks, including research, for The Hunterian. There will be neither financial remuneration nor academic credit in return. (note: reimbursement of expenses is not remuneration). Volunteers shall not be considered as 'employees' and will not be eligible to apply for internal only job vacancies.

1.1.1. **University of Glasgow students:** Any registered student of the University of Glasgow. This includes any level of study (undergraduate, postgraduate taught, postgraduate research) and participants of Short Courses programmes.

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 be advertised via the Hunterian Student Newsletter, existing student volunteering groups, relevant course Moodles, or to staff teaching on subject areas relevant to the volunteering task. Speculative enquiries will not generally be accommodated and will be referred to the next recruitment opportunity.

2.2. Appointment will be at the discretion of the relevant supervisor at The Hunterian in consultation with their line manager and the Education Manager, in accordance with the University's Equal Opportunities procedures. In keeping with The Hunterian's [Strategic Plan 2021 - 2025](#), students of the University of Glasgow, have priority over external volunteers, though opportunities for extending opportunity to new wider Glasgow audiences may also be considered.

2.3. 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.

2.4. A **role description** and **person specification** will be created for all advertised volunteering roles.

2.5. Appointment to certain volunteering roles *may* be subject to a successful report from Disclosure Scotland and/or a PVG check. Applicants who refuse to undergo a disclosure check and/or PVG where it has been required will therefore not be considered suitable for appointment to that role.

2.6. One or two named referees may be required for certain advertised roles, and some volunteer

roles may require an interview to demonstrate suitability.

2.7. Prior to beginning their role, all volunteers will have their key work tasks, start date and work pattern clearly set out in a Volunteer Agreement Form, provided to them by the supervisor.

3. Right to Work in the UK

3.1. Volunteering roles offered by The Hunterian will follow the guidance of the UK government's Right to Work regulations.

3.2. The primary focus of this is to ensure that roles offered to volunteers clearly fall within the UK Visas and Immigrations definition of "Volunteering" as distinct from "Voluntary Work". See Appendix for further detail.

4. Training and development

4.1 For each volunteering role there will be a Volunteer Agreement, setting out the requirements of the role.

4.2 Volunteers will receive induction suitable for their position.

4.3. 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.

4.4 Requests or requirements for additional training or conference attendance will be assessed on a case-by-case basis.

5. Supervision and Evaluation

5.1. An appropriate Hunterian staff member will be assigned to supervise each volunteer.

5.2. 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.

5.3. **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.

5.4. **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 code of student conduct will be taken into account where relevant. This code will also apply to external volunteers as defined in point 1.1.2. above.

<https://www.gla.ac.uk/myglasgow/apg/studentcodes/conduct/studentconductstudents/>

5.5. **Absence:** Continual absenteeism without appropriate justification may result in a review of the term of service or the termination of the volunteer appointment. To avoid this, volunteers will be expected to inform supervisors about absences and explain the reason.

5.6. **Complaints Procedure:** The Hunterian will seek to resolve any grievances raised informally. Where this is not possible the University's Complaints Procedure may be required to resolve the issue. This code will also apply to external volunteers as defined in point 1.1.2. above.

<https://www.gla.ac.uk/connect/complaints/>

6. Duration & Notice requirements

- 6.1. The duration of a volunteer role will be set out in the volunteer agreement.
- 6.2. 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 minimum 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
- 6.3. A student volunteer may continue to volunteer for up to 6 months after their Graduation date. In certain cases, due to the skills and knowledge they have acquired, they may be allowed to continue for longer to complete the project they began, at which point they will become an external volunteer as defined in 1.1.2 above.

7. Support

- 7.1. 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.
- 7.2. The University's insurance policies cover volunteers.

8. Intellectual property / Ownership of work

- 8.1. 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 (e.g. as evidence of work undertaken).

9. IT and Social Media Use

- 9.1. All volunteers will be bound by the University's Regulations for the Use of ICT systems and facilities. <http://www.gla.ac.uk/services/it/regulationscommitteesandpolicies/aup/codeofconduct/>
- 9.2. 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:
 - 9.2.1. As a guest contributor, operating under The Hunterian's own social media account. This would occur with the approval of the Communications Manager and any such guest contributor must adhere to Hunterian guidelines on style and content.
 - 9.2.2. 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 any activity reflects on an individual's 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. Advice and guidance on the use of social media can be found here: <https://www.gla.ac.uk/myglasgow/staff/brandtoolkit/resources/socialmedia/>

10. Hunterian Employees as Volunteers

- 10.1. employees can take on voluntary roles in the organisation but can only perform these duties outwith their contracted working hours.

APPENDIX – Distinction between Volunteer and Voluntary Worker

The Hunterian will only offer roles that meet with the criteria for Volunteering as outlined in [UKVI guidelines](#). The relevant section has been pasted below.

Volunteering

Visitors may undertake volunteering provided it is for a registered charity and will be for no longer than 30 days in total. The 30 days do not have to be consecutive and can be split across the visitor's period of permission to be in the UK. Visitors may not undertake voluntary work; you must be clear on the difference between the two.

Voluntary workers:

- *often have a contract with their employer (this means the employer must provide the work and the voluntary worker must attend at particular times and carry out specific tasks)*
- *are also usually remunerated in kind*

Volunteers:

- *do not have a contract of employment*
- *must not take the place of an employee*
- *must not receive payment in kind but reimbursement for reasonable travel and subsistence expenses is allowed*
- *support a charity or voluntary or public sector organisation, but must not be undertaking work ancillary to the organisation's charitable purpose, for example: routine back office administrative roles, retail or other sales roles, fund-raising roles and roles involved in the maintenance of the organisation's offices and other assets'.*

For further clarity, please note The Hunterian's definition of "volunteer" as stated in section 1, "Definitions":

"Volunteer: A person who freely offers their time to carry out a task or set of tasks, including research, for The Hunterian. There will be neither financial remuneration nor academic credit in return. (note: reimbursement of expenses is not remuneration). Volunteers shall not be considered as 'employees' and will not be eligible to apply for internal only job vacancies.