



Volunteering Policy – for those supporting the University of Nottingham

September 2022

Volunteers are an important and valued part of the University of Nottingham. We want to ensure all volunteers enjoy the experience and feel part of the University of Nottingham (the University) community supported by the [University of Nottingham values](#).

Scope of the policy

This policy supports alumni and members of the wider University of Nottingham community who are giving time to support the University of Nottingham strategy. It does not support staff or student volunteering – if you are a member of staff please refer to the [Staff Volunteering Policy](#). If you are a student volunteer please refer to the [UoNSU Volunteering Policy](#).

What is volunteering to support the University

We define volunteering as any activity that involves giving time for free to strategically benefit the University. This could be to benefit the student experience, research or reputation of the University of Nottingham. Volunteering must be a choice freely made by each individual and each volunteering opportunity will be clearly defined with expectations set, a clear staff contact and training provided if necessary. Volunteers will not be used for work that has been, is being or should be done by paid staff. Volunteers are free to register their interest and stop volunteering at any point. There is no obligation on the University to offer an individual a volunteering opportunity or a particular task during a volunteering activity or for an individual to accept it.

Volunteers can be alumni or members of the wider University community. Volunteering can have significant benefits for individuals such as career development, further experience or purely giving back within a volunteering capacity. Volunteering for the University can be virtual or in person one-off activities, repeated activity or ongoing advice all of which would benefit from being provided by a volunteer.

Recruitment

Individuals can [Register their Interest](#) in volunteering should they be interested in giving their time in the future. Individuals then may hear about opportunities via:

- Individual emails/asks based on expertise and skills
- Seeing volunteering activities on social media e.g. LinkedIn
- Alumni communication channels

You can register your interest via a form or email depending on the opportunity. In some cases, an informal chat will be required. An application form may be appropriate for some roles to gather data to assist with the activity – such as a short biography (see privacy statement below).



The Volunteer Role

Volunteers will be provided induction and training specific to the Volunteer role. Each volunteering role will have a main point of contact throughout the volunteering activity (Volunteer Co-ordinator).

Every opportunity will have either a Terms of Reference (if the role is a member of a group) or a Role Description (if the role isn't part of a group). Some Role Descriptions will be supplemented by a Volunteering Agreement where there are important issues of e.g. confidentiality, data sharing, intellectual property or usage of University logo.

Expenses

We will offer to reimburse reasonable expenses actually incurred in order to enable the volunteer to perform the volunteer role. This will be agreed with the Volunteer Co-ordinator supporting the role prior to the expenses being incurred.

All reasonable expenses actually incurred must be claimed within 2 months of the expense being incurred. For more information please contact the Volunteer Co-ordinator supporting the role.

A volunteer role is in a voluntary capacity and therefore is not subject to the National Minimum Wage legislation. If the University changes the volunteer activity such that it is no longer considered by the University to be a volunteer activity, we will comply with National Minimum Wage legislation, if applicable.

Should you be claiming benefits whilst volunteering for UoN please refer to [government guidance](#).

Safeguarding

The University of Nottingham believes individuals have a right to learn and develop within a safe environment. University staff, students and volunteers accept the fundamental principle and legal requirement that, in any given situation, the welfare of the child or adult at risk is paramount. We recognise our responsibility to develop awareness of safeguarding issues and are committed to practice which reflects the University's duty of care and protects children and adults at risk from harm.

We encourage a culture where people feel able to speak up without fear of recrimination. The University expects its volunteers, staff and students to follow the ethical behaviours set out in the Nolan Principles. Those are: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. These principles underlie the University's Ethical Framework and are incorporated into the [University of Nottingham Safeguarding Policy](#).

Should a volunteer role require training on safeguarding or a DBS check this will be stated clearly in the volunteer role description and supported by the Volunteer Co-ordinator. The volunteer role description will also list any University policies and procedures which the volunteer needs to comply with.



Equality, Diversity and Inclusion

The University of Nottingham is a community where everyone can contribute and be appreciated for who they are. During the volunteering activity, volunteers are representatives of the University of Nottingham community and are expected to comply with the University of Nottingham [Equality, Diversity and Inclusion Policy](#). We strive to provide an inclusive, respectful and considerate environment where staff, students and the wider university community can be supported to accomplish their goals. We aim to ensure that volunteering activity is attractive to a diverse group of volunteers, who will become part of a wider volunteer community and are supported as volunteers of the University of Nottingham. Each activity involving volunteers considers expanding diversity within the pool of volunteers we are inviting to be involved as well as inviting a diverse audience of staff/students to benefit from the activity.

Health and Safety

The health, safety and wellbeing of our volunteers, staff, students and visitors, who collectively make up our University Community, is vitally important to us. Furthermore, we understand that health and safety has a vital role in supporting and enabling world leading teaching and research. During the volunteering activity, volunteers are representatives of the University of Nottingham community and are expected to comply with the [University of Nottingham Health and Safety Policy](#). The Volunteer Co-ordinator or nominee will be expected to undertake a Health and Safety induction prior to the commencement of the individual in the Volunteer role.

Visiting Campus

The volunteer co-ordinator will ensure that the principles of the [University's Visitor Policy](#) are followed when a volunteer is visiting one of our campuses as part of their volunteering activities. In particular, they will ensure that the volunteer is issued with the [Visitor Safety Information Booklet](#) and appropriate health and safety briefing is provided. It is not expected that an additional visitor information form will be needed or that the volunteer will need to hold their own public liability insurance (see Insurance below)

Problem solving, complaints and curtailing a volunteering role

The Volunteering and Advocacy programme at the University of Nottingham supports activity across the whole institution. The team supporting this work sits within the Campaign and Alumni Relations Team. For any complaints or issues a volunteer may have please email givingtime@nottingham.ac.uk where the Head of Volunteering and Advocacy will follow the [CARO complaints policy](#)

Should, in the opinion of the University, a volunteer not follow the expectations of the volunteer role or [values](#) then the University may decide to curtail the Volunteer's role. This will be discussed with the relevant Volunteer Co-ordinator and Head of Volunteering and Advocacy.



Insurance

The University's Employer Liability Insurance extends to cover volunteers whilst they are carrying out authorised activities. The insurance will respond if a volunteer unfortunately sustains an injury, during the course of their volunteering activities which is proven to have been caused by the University's negligence.

If the actions of a volunteer, during the course of their authorised volunteering activities, causes a third party to suffer injury or damage then the claim would be dealt under the University's public liability insurance. The insurance arrangements will deal with any compensation payable and legal costs. Like the employer's liability insurance compensation will only be payable if negligence can be proven.

Volunteers should not be providing professional advice to people or organisations outside of the University and therefore there is no need for professional indemnity insurance.

Please note the University does not provide any insurance for volunteers own personal effects. Volunteer's own household insurance may extend to cover personal effect whilst outside of their home but they should check the policy wording.

Stewardship

The University of Nottingham has a strong community of volunteers supporting us in many areas. We seek to keep volunteers updated on University of Nottingham developments through supporter activities, events and communications. For every Volunteer Role we will endeavour to provide feedback to volunteers and further information on the impact of giving their time. Individuals may ask for feedback or further information from their Volunteer Co-ordinator.

Confidentiality, Data Sharing and use of IP

For some volunteering activity volunteers may be privy to confidential, personal and often highly sensitive information. If this is the case, the Volunteer Co-ordinator will discuss this with the volunteer and provide further information and training, as necessary, through Volunteer Role Descriptions, Terms of Reference, Volunteer Agreements and relevant training.

Volunteer co-ordinators must consider in advance whether a volunteer will have access to University Intellectual Property and/or if the volunteer may create or develop intellectual property themselves or with University staff. In such cases it may be necessary to enter into a separate agreement to document rights and obligations, otherwise University Intellectual Property will be at risk. In such cases, Volunteer co-ordinators should contact Research Contracts for advice. Further guidance and policy information regarding Intellectual Property can be found [here](#). Further guidance and policy information on the production and use of recorded lecture materials can be found [here](#)

Permission for Volunteers to use the University of Nottingham logo or branding, is only allowed if permission is explicitly included in the particular Volunteer Role Descriptions, Terms of Reference or Volunteer Agreements, whichever is applicable.



Social Media

Should a volunteer role require a volunteer to assist with managing social media channels or supporting social media activity the volunteer will be provided with training accordingly ensuring they are aware of expectations around acting as an ambassador for the University of Nottingham.

It is also recognised that volunteers may want to share news of their volunteering activity on their personal social media accounts.

In all cases, volunteers should follow the provisions of the [University's social media policy](#).

Free Speech

The University of Nottingham commits to promoting the freedom of speech and free exchange of ideas in pursuit of truth and knowledge to enable students and staff to collaborate in learning, scholarship and discovery. Volunteers are asked to familiarise themselves with the [Free Speech and Academic Freedom policy](#). Whenever possible controversial ideas should be subject to questioning and challenged by rational argument supported by relevant evidence. Views expressed by volunteers that are contrary to the [values of the University](#) must never be presented as if they were endorsed by the University.

Potential Conflicts of Interest

A conflict of interest is any situation in which a volunteer's personal interests, associations or loyalties could, or could be seen to, prevent them from making a decision in the best interests of the University of Nottingham. In this situation volunteers are asked to declare any actual or potential conflicts of interest prior to commencing a Volunteer role and immediately to their Volunteer Co-ordinator at the University should they arise during the volunteering activity.

They usually arise where:

- There is a potential financial or measurable benefit directly to a volunteer, or indirectly through a connected person.
- A volunteers undertaking a volunteer role with the University may compete with a duty or loyalty they owe to another organisation or person; i.e. a "conflict of loyalty."

In a situation where it is unclear as to which organisation the volunteer is representing, or which loyalty has precedence, it is expected that the volunteer would defer from making any decision on behalf of the University and speak to the Volunteer Co-ordinator.



Information Governance of volunteers - Privacy policies

Personal data relating to volunteers will be held by the Campaign and Alumni Relations Office (CARO). Data is held on a secure, university-hosted, customer relationship management system and will be managed in line with the [university privacy policy](#). Data will be shared with schools/departments in order to assist with the fulfilment of the volunteering role. Any queries should be directed to br-devofficedatabase@nottingham.ac.uk.

Leaving a role

Volunteers are free to cease volunteering with the University of Nottingham at any time. Volunteers are encouraged to speak to or write to their Volunteer Co-ordinator as soon as possible to inform them. A meeting with the Volunteer Co-ordinator (or Head of Volunteering and Advocacy if appropriate) will be offered to volunteers who are stepping down from more involved roles such as group members, panel members or ongoing volunteers to allow volunteers to reflect on their experiences and the University to improve our volunteering policies and practices.

There may also be times that the University of Nottingham will need to end the volunteering opportunity. This could be for a variety of reasons including, for example, a strategic review of volunteering roles meaning the role will no longer be part of the volunteering portfolio, or because a volunteer may not be able to satisfactorily carry out the Volunteer role. When this happens the University of Nottingham will seek to give some notice to the volunteer, where possible.

Contacts

Author	Rachael Green, Head of Volunteering and Advocacy (rachael.green@nottingham.ac.uk)
Volunteering and Advocacy Team	givingtime@nottingham.ac.uk
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