



University of Lincoln Students' Union Volunteer Policy

The University of Lincoln Students' Union is a student-led charity which works to support, empower and represent every student. Volunteering has always been a core element of the Students' Union's work and without the work of thousands of volunteers, we wouldn't be where we are today. There are a variety of different ways to volunteer within the organisation, such as being a student rep or acting as a committee member for a sport or society, as well as many external opportunities. There is something for everyone.

The Students' Union always strives to increase its number of volunteers and ensures that it recognises the time and effort that have put into volunteering. We encourage and celebrate our volunteers to ensure we give them the credit they deserve.

Our Vision, Mission and Values

Our vision is to be a Students' Union where every Lincoln student has a great experience and is encouraged and assisted to fulfil their potential both at University and in life.

Our mission is to help all students have a successful, enjoyable and memorable time at Lincoln. We will work with our students to be an important part of their social, academic and working life by providing support and representation to all that need it.

Our values in achieving our vision and mission are:

Quality- We will make sure that everything we do is to a high standard. In everything we do, we will always aim to be the best.

Strong - We will be a strong sustainable Union that our members can trust to make their experience at Lincoln the best it can be.

Approachable -We will make sure that every student knows who we are, where we are and what we can do for them at any time of the day.

Nurturing - We will make sure we offer our members opportunities and support so they can grow to be the best they can be while they are at Lincoln and beyond.

Honest -We will always be honest with our members. Everything we tell them will be the truth – you can trust us.

Dynamic - We will always respond and act quickly to any issues that affect our members, on campus, in the local community or nationally.

Definition of a Volunteer

A volunteer is any student or member of staff who performs any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone other than, or in addition to, close relatives. Volunteering must be a choice freely made by each individual (Volunteering England, 2013). Volunteers are not considered employees of Lincoln Students' Union or the organisations with which they have contact through the brokerage service.

The Value of Volunteering

The contribution of each volunteer is recognised and valued by the Lincoln Students' Union, which is built upon volunteers.

Rewards and Recognition

Certificates and Celebrations

Anyone who is involved in volunteering is overseen by the Students' Union Volunteering Department. The Volunteering team are keen to ensure that all volunteers receive recognition for the time and effort they have devoted.

We provide a certification scheme which runs yearly from 1st May to 30th April the following year. At the end of the certification year we award certificates based on the number of hours volunteered.

SU Awards

One of the ways we celebrate our volunteers is to ask students to nominate one another in the volunteering category of the annual Students' Union Awards. This prestigious event celebrates the achievements of students in various areas, volunteering being just one of them.

The Lincoln Award

In addition to recognising and rewarding our student volunteers, there is also the opportunity to complete The Lincoln Award.

Recruitment

Volunteers shall be recruited through the Students' Union website, social media, posters, leaflets, events and other means. Volunteers shall be recruited without regard to nationality, gender, disability, race, age, employment status or other irrelevant distinction that may be viewed as discriminatory. Recruitment shall be based on the suitability to perform a specified task or role on behalf of the Students' Union or other organisations. Guidance will be offered to help potential volunteers find the organisation or project that will best meet their skills, knowledge and interests.

Health and Safety

The University of Lincoln Students' Union strives to ensure that all staff and students remain free from harm.

We recommend that anyone volunteering with an external organisation refers to the organisation's Health & Safety policies before starting to volunteer.

For anyone volunteering in a Students' Union role it is recommended to refer to the advice and guidance on our website. This can be found at www.lincolnsu.com/healthandsafety

Insurance

All Students' Union volunteers are covered by our own insurance policy. This remains the case as long as recommended induction and training sessions are attended, and our policies and procedures are followed.

Anyone volunteering with an external organisation will be covered by the host organisation's insurance as checked by our volunteering department.

For further information please refer to the SU website at www.lincolnsu.com/insurance

References and Disclosure and Barring Service (DBS)

Volunteers may be required to submit a Disclosure and Barring Service check before being placed within certain organisations. Failure to do so will result in that placement being refused. A negative outcome from a check may again result in a position being refused but each case will be looked at individually.

Safeguarding

All volunteers and volunteer activities comply with the Students' Unions Safeguarding Policy as detailed in Section 12 of the Staff Handbook.

Equality and Diversity

We are committed to offering equal opportunities for everyone. We strive to ensure that everyone we work with, including our staff, volunteers and partner organisations share this commitment. We expect our volunteers to be treated fairly and with respect and to feel free from discrimination.

For further information please refer to the Students' Union website at <http://lincolnsu.com/your-union/about-us>

Confidentiality

Volunteer's details are held in line with Lincoln Students' Union procedures. Volunteers must treat all information about service users as confidential except in circumstances which conflict with the Safeguarding Policy.

External organisations have their own guidelines on confidentiality, which students volunteering within these organisations must adhere to. It is the responsibility of the volunteer to be aware of the organisations policies and procedures whilst they are volunteering.

Complaints Procedure

Anyone who has a problem or complaint about any aspect of their volunteering should, in the first instance, raise this with a member of the volunteering team. Most problems can be dealt with on an informal basis. However, if this is not appropriate the Students' Union website can be referred to for further guidance - www.lincolnsu.com/complaints

Forms

There are a number of forms that may be needed and these can be found online at www.lincolnsu.com/forms

Staff Volunteering

The Students' Union encourages staff volunteering through the Give Back Days Scheme.

Online

Website - www.lincolnsu.com

Email – volunteer@lincolnsu.com

@ULSU_volunteer - Follow us on twitter to get regular volunteering updates

www.facebook.com/ULSUvolunteer - Find us on Facebook and keep up to date