

## PERSONNEL COMMITTEE – 17TH DECEMBER 2019

### Report of the Head of Strategic Support

#### Part A

#### ITEM 8 VOLUNTEERS AND WORK PLACEMENTS POLICY

##### Purpose of Report

To gain Personnel Committee approval of the proposed changes to the Volunteers and Work Placements Policy and Toolkit. This replaces the former Work Experience and Sandwich Placement Policy.

##### Recommendation

That the amended Volunteers and Work Placements Policy and Toolkit is approved by the Personnel Committee for implementation within the Council.

##### Reason

To provide managers with clear guidance and an effective toolkit to ensure that people enjoy a positive and supportive experience when working as a volunteer or on work experience within the Council.

##### Policy Justification and Previous Decisions

To update and provide additional guidance to managers relating to volunteers and work experience.

##### Implementation Timetable including Future Decisions

Once approved, the revised Volunteers and Work Placements Policy and Toolkit will be publicised through One Charnwood and uploaded onto the Council's intranet.

##### Report Implications

The following implications have been identified for this report

##### *Financial Implications*

There are no immediate financial implications arising from this decision.

##### *Risk Management*

There are no specific risks associated with this decision.

Background Papers: none

Appendices: Appendix 1 - Volunteers and Work Placements Policy  
Appendix 2 - Volunteers and Work Placements Policy Toolkit.

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## **Part B**

### Background

1. The Council's current policy provides information about the different types of work experience placement which managers may agree to. There is currently a short section providing opportunities for volunteers, however, this suggests that the placements should be very short-term. While there are only a very small number of opportunities for people to work within the Council on a voluntary basis, managers have asked for more guidance on the practical aspects of deploying and supporting volunteers.
2. The revised policy proposes that voluntary placements would last for a more practical length of time e.g. approximately 3 months. It also includes a section encouraging managers to agree placements for people with special needs.
3. A full toolkit has been drafted for managers to use as appropriate to the situation. Template job profiles, application and reference forms are provided along with guidance on recruiting, deploying and supporting volunteers and work placements properly.



## Volunteers, Work Experience and 'Other Placements' Policy

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### Scope

This guidance applies to those involved in volunteering, work experience and other placements within Charnwood Borough Council.

### Purpose

The purpose of this policy is to provide managers with a procedure and toolkit to help them to effectively manage people 'placed' within the Council. It also defines the type of placements available. All placements should be underpinned by the Council's values and principles, to ensure the provision of a high quality opportunity which is ethical and safeguards both the individual and the Council.

### Benefits of Placements

Volunteers and placements have a range of benefits for both the Council and the individual including:

- Influencing the quality of future employees;
- Raising the profile of career opportunities within the Council;
- Raising the Council's profile in the community;
- Development of management and coaching skills for those managing the placement;
- Helping individuals to develop the skills that employers are looking for;
- Increasing the individual's self-confidence and interpersonal skills;
- Providing individuals with the opportunity to experience different types of work;
- Increasing the individual's prospect of future employment by improving their CV and gaining a good reference.

## Managing Placements

There are checks and tasks that managers will need to undertake for all placement e.g. a risk assessment, induction and general Health and Safety. There are others that are necessary for certain types of placement e.g. DBS, Confidentiality Agreements, specialist risk assessments and restricted working hours for young people. Further information is summarised below, and a full toolkit is included at Appendix A. Managers will need to make a judgement about how many of these tools to use, depending on the type and length of the placement and the expectations of the volunteer or work placement.

## 1 Volunteers

This type of placement can provide individuals with work shadowing opportunities or provide services which would not normally be available from paid employees within the Council. Volunteers can provide valuable additional services and enhance the reputation of the Council; however, volunteers need to be properly and supportively managed and resources identified to ensure that this happens, in order for the benefits to be identified on both sides. Volunteers are not workers and therefore are not entitled to receive payment for any activities undertaken, however, a reasonable and appropriate level of expenses should be paid when they are incurred.

Voluntary placements are normally short term in nature, usually with a maximum duration of 3 months. For volunteering opportunities which are potentially long-term, advice should be sought from Human Resources to ensure that the placement does not replace a paid established post.

Managers should read section 3 of this document and access the full toolkit which is attached to this guidance document. If managers and Heads of Service are planning to expand opportunities for volunteers, then it is recommended that they access the following [link](#) and read the section on Voluntary Sector Support.

## 2 Work Experience

These are **unpaid** placements where an individual carries out a task or duty with an employer for whom they do not work. The placement should give the individual an insight into a “real life” working situation but the emphasis should be on the learning aspects of the experience.

The Council recognises the benefits that work experience can provide and is therefore keen to support placements as widely as possible. Departments are responsible for responding to and arranging placements. They should provide the Learning and Development section of the placement for monitoring purposes. Should a request be received, the department will need to consider whether they are able to accommodate it. Where more than one application is received, a fair selection process will be held to appoint to the work experience placement in accordance with the principles of the Council’s recruitment and selection procedure.

The Council currently offers several different work experience placements including:

Version 1

Date agreed

**a) Take our Sons and Daughters to Work Day**

Aimed at 11 to 18-year olds, this is a one-day placement offered as part of the 'Take our Sons and Daughters to Work Day', where the school support the scheme. Young people attending on this day will be expected to work shadow their parent/guardian. Prior to the placement, the parent/guardian will need to complete an application form and forward this to their manager for approval. The manager will need to determine if they are able to accommodate the placement, taking account of service needs. A [risk assessment](#) will also need to be undertaken as outlined below. If the young person is under 16 a separate [risk assessment](#) will need to be completed. Once the placement is agreed the parent/guardian's manager should confirm the placement in writing. A template letter is available by clicking [here](#).

**b) Placements for Individuals under the Age of 18**

These placements usually involve Year 10 or 11 students and last for 1-3 weeks or for one day per week over several months. The placement should provide a positive learning experience for the young person and, where possible, enable them to undertake the work of an employee. Where this is not possible (e.g. due to health and safety issues or ability), the young person should be given the opportunity to work shadow an employee performing specific tasks.

In general, the following principles are to be followed where young people under the age of 18 are undertaking work experience:

- Tasks are only to be carried out by a young person provided that they have had full and adequate training;
- Young people are to be suitably supervised to ensure that they carry out tasks in a safe manner;
- Young people can only operate equipment as detailed within the risk assessment (dependent upon their placement);
- Only low risk equipment is to be used by young people (e.g. photocopiers, stepladders) but only after they have been trained on the correct use;
- Young people are not permitted to work alone for any length of time, (dependent upon the level of risk) as detailed within the risk assessment;
- Young people are not to be permitted to work more than 8 hours in any 24-hour period and no more than 40 hours a week. There should be 12 hours rest between each working day and 2 days weekly rest;
- Young people should not work before 7am or after 7pm;
- When working longer than 4½ hours there should be a 30-minute rest break for those aged 16 - 18. Children under minimum school leaving age (the year in which they turn 16) should not work longer than 4 hours without a 1-hour rest break.

Requests for this type of placement are usually submitted through an educational establishment. If possible, the young person should be offered a visit prior to formally agreeing the work experience placement. This will enable the individual to visit the area in which they will be working and ensure that it will provide them with the valuable learning opportunity they are seeking. During this visit, any risks

identified within the risk assessment should also be discussed with the young person.

Once agreed, the manager should confirm the placement in writing. A template letter is available by clicking [here](#).

### c) Placements for Individuals with Special Needs

Placement requests for students with special needs are received regularly within the Council and managers are encouraged to accommodate these requests where they can. For students aged 18 or under, all of the above principles will apply. For students aged over 18, managers should make a judgement about whether these principles should be applied as 'good practice'. A support worker will often accompany a student on one of these placements and managers should also include the support worker in risk assessments, any confidentiality agreements and induction as appropriate.

### d) Internships

Internships are usually positions that require a higher level of qualification than other forms of work experience. They are not part of, or a requirement of, a formal academic programme but should enable an individual to gain relevant professional skills and an understanding of a profession. Internships can last for a **maximum of 4 to 6 weeks** and **must not** be used to complete the work required of a paid employee. Interns should therefore not be recruited on an existing job description.

A high quality internship can be based on a specific piece of work or project, and can include the following:

- Undergraduate, graduate and postgraduate placements;
- Post 18 students in further education, such as colleges and adult education institutes;
- Internships may take place during holiday periods, in between courses or after a student has finished higher education;
- Adults wishing to pursue a new career path. People in this category may or may not have attended further or higher education.

The principles of Equal Opportunities should be adhered to in recruiting or agreeing to an Internship. Most of these opportunities are agreed in response to contact by a further education establishment or an individual. However, in areas where there are professional skill shortages, for example, manager may wish to proactively seek applications at an appropriate time of the year. In which case a fair selection process should be applied if there are more applicants than opportunities. The intern will not receive payment for any activities undertaken during the placement. However, they should be paid reasonable travel expenses to and from work and whilst travelling to undertake any work activity. The manager must outline the expenses and subsistence allowances available at the point of recruitment to enable the intern to make an informed decision regarding the placement.

During the placement an intern should have a clearly defined role, supervision process and learning outcome plan.

### 3 Management of Volunteers and Work Placements

#### a) Health and Safety

Individuals on work experience placements are regarded in health and safety law as employees and therefore must have the same health and safety protection. Restrictions may apply to the types of work which can be carried out by young people and these should be fully explored before offering a work experience placement. Further information can be found on the [HSE website](#) and from the Audit and Risk/Health and Safety section of the Council's intranet.

Workplace supervisors/managers should ensure that they know exactly what is expected of them and are aware of their legal responsibilities when agreeing to a request for work experience.

#### b) Risk Assessments

A risk assessment **must** be produced for every work experience placement and where applicable, take into account any disability or learning difficulties. A generic [risk assessment](#) is available for office work during normal working hours. Managers **must** assess this document to ensure it is suitable and covers all risks that need to be taken into account within their service area. The generic risk assessment will not be suitable for any placement outside of the office environment, and/or which carries specific risks not mentioned within that risk assessment. A separate [risk assessment](#) is available for young persons under the age of 16. In addition, consideration will also need to be given to an individual's medical conditions and experience to date regarding existing or potential risks. Further advice is available by contacting the Health and Safety Officer.

Prior to commencing a work placement, all individuals on work experience must be made aware of work place hazards identified within the risk assessment, and the control measures put in place to reduce them to the lowest possible level or remove them altogether.

A different risk assessment template must be completed for those aged [under 16](#) compared to those aged [over 16 and over](#).

#### e) Young People Under 18

Managers **must** assess risks to young people under 18 years of age by completing a risk assessment appropriate for their age group. That risk assessment must take into consideration the individual's experience to date regarding existing or potential risks.

In addition, for young people under the age of 18, where risks are identified the parent/guardian of the student should be advised of the risks, and how they will be

reduced or eliminated. The risk assessment will need to be signed by the work experience individual and the parent/guardian to confirm agreement to the placement.

**c) Personal Protective Equipment**

Should the individual on placement be required to wear personal protective equipment, this will be provided to them. The personal protective equipment **must** be worn as detailed in the risk assessment.

**d) Disclosure and Barring Service (DBS)**

For those aged under 16, where the work experience placement requires regular isolated supervision (once a week or more often) or where the individual on work experience placement is judged to be vulnerable (i.e. a person who is in receipt of either social or personal care), the providing organisation will ensure that all the appropriate checks are carried out on the suitability of the placement supervisor and if necessary a DBS check undertaken. It may be necessary to place the work experience placement with a supervisor who has satisfactory DBS clearance.

For those over 16, a DBS check may be necessary dependent upon the position the individual is placed in. A supervisor will not need to be DBS checked to supervise an individual over 16, except in so far as if their role requires a DBS check. DBS clearance is free of charge for volunteers.

**e) Insurance**

A work experience placement must be covered by appropriate insurance.

Charnwood Borough Council's insurance policies includes employers' liability insurance which provides cover for any personal injury claim or disease contracted arising out of any negligence caused by the Local Authority during or arising from their placement.

In addition, work placements would be covered under the Council's public liability (third party) insurance the same as employees.

**f) Information Security and Confidentiality**

The Council holds and processes a large amount of confidential, personal and/or sensitive information on private individuals, employees, service partners, suppliers and its own operation. It has a duty to protect customers' information and data (and its reputation) as well as safeguarding individuals from the possibility of information and systems misuse or infringement of personal privacy.

Confidential, personal and/or sensitive information must not be used inappropriately or disclosed to any other person either during the work experience placement or at any time afterwards unless authorisation has been given.

Managers should think carefully about what sensitive and confidential information and data volunteers and individuals on work experience placements might have access to and consider restricting that access if necessary. If it is appropriate, data protection and information security training **must** be given before the individual is given access to the information. The manager should consider whether it is

appropriate for a volunteer or work placement to sign a confidential agreement. A sample agreement is available in the attached toolkit.

Breaches of information security and confidentiality by a user who is not a direct employee of Charnwood Borough Council may result in action being taken against the user (in certain circumstances the matter could be referred to the police to consider whether criminal proceedings should be instigated).

### **g) Induction**

Supervisors must carry out an appropriate induction on the work experience placement's first day. The [Manager's Induction Checklist](#) should be followed as appropriate. The purpose is to ensure all individuals complete all necessary activities related to their role; and are aware of the role they will be undertaking, any responsibilities during the placement, including information security and confidentiality and any health and safety requirements. The line manager has overall responsibility for ensuring that the induction is completed satisfactorily.

### **Legislative Framework**

The following Acts apply to work experience placements:

- The Employment of Women, Young Persons and Children Act[1];
- The Health and Safety (Training for Employment) Regulations 1990[2];
- The Health and Safety at Work (etc.) Act 1974[3];
- The Employers Liability Compulsory Insurance Act 1969[4];
- The Management of Health and Safety at Work Regulations 1992[5];
- The Working Time Regulations 1998;
- The Data Protection Act 1998;
- The Equality Act 2010.

## **4 Sandwich Placements**

These are **paid** placements which are available to students at university or college who are undertaking a course consisting of periods of study with periods of work placements. This often involves a work placement lasting up to 12 months. The placement should offer valuable and credible experience to the student, whilst at the same time enabling them to develop professional skills that will benefit their studies.

Sandwich placements should be advertised and recruited in accordance with the Council's recruitment and selection procedure. Managers should ensure that the job description for the sandwich placement is evaluated in line with the Council's job evaluation scheme so that the individual is paid the correct grade associated to that post.

A fixed term contract should be issued to the individual. Managers should ensure that the contract states that the fixed term contract is issued for a sandwich placement and that the contract will end when that placement comes to an end. Advice should be sought from Human Resources prior to the fixed term contract ending.



## **Volunteers and Work Placement Good Practice Template - Contents**

**Volunteering and effective work placements do not just happen. There are several steps which the manager of volunteers and work placements need to go through in preparation for recruiting and supporting people properly.**

This is a template document for managers of volunteers or placements to use as appropriate to the type of placement, role and expectations from the volunteer or work placement. By following the steps suggested managers will ensure that local and national good practice principles are adhered to and working practices conform to legal and sector standards.

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## Role Description for Volunteers and Work Placements

### 1

- a) Ensure a volunteer role or intern placement does not replace the role of paid staff. This should be examined on a role by role basis and advice should be sought from HR. It may not be necessary to provide a role description for short term placements.
- b) Draft a specific role description
- c) Decide about whether a DBS check is necessary before they begin and tick the relevant box on the role description form.
- d) Ensure the role is flexible and voluntary and that no contractual arrangements or expectations are in place. Discuss, agree and amend, if appropriate, the description with the volunteer or placement before they begin. Consider if you are willing to adapt roles to suit the needs, skills and aims of individual volunteers on request.





## **Volunteers and Work Placement Role Description**

**Service and Section**

**Role**

**Activities**

**Personal Development Opportunities**

**When**

**Where**

**Supported by**

**Skills and Experienced Required**

**DBS check Y or N**





## Volunteers and Work Placement Recruitment Template

You may either identify a need to recruit volunteers and advertise this through one or more of the following:

- within your service;
- on the Council's website; or
- through Voluntary Action Leicestershire, at <https://valonline.org.uk/>.

Alternatively, you may be approached by an individual or organisation to take a work placement or volunteer.

In order to ensure that you have the information you need from the individual an Application/Registration form could be completed by the volunteer or work placement. Alternatively, you may be provided with the necessary information in a different format.

You should arrange for the form or information to be returned directly to you and not via HR or Learning and Development, either electronically or by post. You should explain to volunteers/work placements why an application / registration form is important and be available to support them with form filling where requested or necessary.

Appropriate selection processes may include one of the following:

- an informal chat
- informal interview
- group recruitment
- taster sessions
- discussion with a tutor or other supportive person

Decide whether the role is only suitable for over 18's. If the person is aged 18 or under a consent from the 'person with legal responsibility' for the applicant should be obtained.

It is recommended that you to take references for safeguarding purposes and these should be provided prior to the volunteer/work placement begins.

Consider offering taster sessions to allow for potential volunteers to decide if the role is right for them. If there is to be a trial period, discuss this with the volunteer.

You also need to decide if it would be appropriate to use a volunteer agreement?  
Be aware of 'rules' for volunteers claiming benefits.





## Volunteers/Work Experience Application Form

Thank you for your interest in volunteering with Charnwood Borough Council. The information you provide in this application form will help us decide how we can best work together to support our services. It would be really helpful if you can give us as much information as possible about your experiences, interests and availability to volunteer. If you have any questions about this process, please do not hesitate to contact us on the details at the end of this form.

### Which volunteering role you are applying for

#### Where is this based

#### What days and times are you available to volunteer? (

Am

Pm

Evening

#### Where did you find out about volunteering with us? Please include tick all that apply)

Word of mouth School / College Job Centre / employability project

Visit to site / team Employer Voluntary Action Leicestershire

Support worker Friends / family LCC webpage

Do-it.org Social media Flyers / posters / news article

Other (please specify)

#### Tell us who you are and how to get in touch with you

Title

First Name Surname

Address

Post Code

Home Tel

Mobile

Email

Year of Birth Ethnicity

#### Which of the following best describes you?

Employed full time Employed part time Unemployed Retired

Unable to work Attend School Attend College / University

Have you volunteered anywhere before? Yes No

#### Why do you want to volunteer? (Tick all that apply)

Health and wellbeing

Road test a career Enhance CV / employability

Social aspect /To try something new /Gain new skills and experience

Confidence To benefit the community /Share skills and expertise/



Be part of a local hub/ Enhance an LCC service /Learn from skilled professionals/  
Other (please specify)

**Please tell us why you are interested in volunteering for this specific role?**

**What skills and experience (paid or unpaid) do you have that you feel would be useful to this role?**

**We aim to create a positive environment to enable all volunteers to make the most out of their experience. In order that we can consider any appropriate adjustments and better support you in a potential role please complete the following section to the best of your ability.**

**Medical information:**

Do you have any medical / health conditions or disabilities that we need to be aware of, or that are relevant to this volunteering activity e.g. epilepsy, diabetes, asthma, mobility, heart problems etc?

**Do you consider yourself to have a disability (physical / learning / mental health)?**

**Yes No**

**Do you have any additional support or access needs? Yes No**

If yes, please say what these are

**Please provide us with the details of the first person we would need to contact in the event of an emergency**

**Title**

**First Name Surname**

**Address**

**Post Code**

**Home Tel**

**Work Tel**

**Mobile**

**Relationship to you**

**Who can we contact for references?**

Please could you give the names and addresses of two people (other than a spouse or relative) to whom we could apply for a personal reference.

Name

Address

Postcode

Tel

In what capacity do you know them?

Name

Address

Postcode

Tel

In what capacity do you know them?

**Data Protection Act**

The information you supply will be held for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 12 months from the last contact.



When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. The information may be used by Charnwood Borough Council for the purposes of equality monitoring, compiling statistics and maintaining other records.

For more information on how we will manage your personal information please go to the following web address <https://www.charnwood.gov.uk/pages/privacynotice>.

- I accept that if I am using my car for volunteering activities I will contact my insurance company to inform them and I understand that I would need to have valid mot and tax. Yes No
- For some roles you will be required to complete a DBS check.
- It is the responsibility of the volunteer to keep the information on this form up to date. It is important that any changes are reported to your volunteer manager as soon as possible.

**I declare the information I have provided is true**

**Signed .....** **Date.....**

**Please send completed form back to:**





## Volunteers and Work Placement Registration Form

We are pleased you are volunteering with Charnwood Borough Council. We need to record your details for communication, health and safety and monitoring purposes. We would be grateful if you could fill out this form and return it to your Volunteer Manager.

**Title**

**First Name Surname**

**Address**

**Post Code**

**Home Tel Mobile**

**Email**

**Year of Birth**

**What is your current volunteer role with Charnwood Borough Council?**

**How long have you been in this volunteer role?**

**Where is your volunteer role based?**

**Who is your volunteer manager?** (Main staff contact at Charnwood Borough Council)

**What are your reasons for volunteering?** (Tick all that apply)

Health and wellbeing Try something new /Confidence

Enhance CV / employability /Road test a career /to benefit the community/

Share skills and expertise /Be part of a local hub /Social aspect

Learn from skilled people/ Gain new skills

Other (please specify)

**Where did you initially find out about volunteering with us?**

Word of mouth /Visit to site / team /Voluntary Action Leicestershire/

LCC webpage /Social Media /Flyers / posters / news article

Employer Support Worker Job Centre / employability project

School / College Friends / family.

Other (please specify)

**Which of the following best describes you?**

Employed full time /Attend School /Attend College / University

Retired/ Unemployed /Unable to work/Employed part time

**We aim to create a positive environment to enable all volunteers to make the most of their experience. In order that we can consider any appropriate adjustments and better support you in your role please complete the following section to the best of your ability.**

**Do you consider yourself to have a disability (physical / learning / mental health)?**

Yes No

**Do you have any additional support or access needs? Yes No**

If yes, please say what these are



**Please provide us with the details of the first person we would need to contact in the event of an emergency.**

**Title**

**First Name Surname**

**Address**

**Post Code**

**Home Tel**

**Work Tel**

**Mobile**

**Relationship to you**

#### **Data Protection**

Personal data supplied on this form will be held by the organisation you volunteer with in accordance with the Data Protection Act 1998. They will be held securely and confidentially. They will be accessed by authorised management.

- I grant permission for photographs or other image recording products to be used by the Council, the Council's partners, and the media in any publications, promotional material or on websites, including social media.

Yes No

- I accept that if I am using my car for volunteering activities I will ensure that I have Business Use included on my insurance and I understand that I would need to have valid mot and tax.

Yes No

- I accept that any work created, developed, invented, carried out or produced during, or as a consequence of any volunteering activity should be determined to have been made on behalf of the Council.

To the best of your knowledge does your role require a DBS check?

Yes, No Not Sure

- My last DBS check for this specific volunteering role is?  
Within the last 3 years Out of date and in need of renewal

Unsure Not applicable

- It is the responsibility of the volunteer to keep the information on this form up to date. It is important that any changes are reported to your volunteer manager as soon as possible.

**I declare the information I have provided is true**

**Signed Date**

**Please send completed form back to:**



## Volunteers and Work Placement Agreement

### Volunteer Name and Contact Number

### Volunteer Placement – Role and Section

### Manager and Contact Number

The information below sets out what we can each reasonably expect from your volunteering role within Charnwood Borough Council. We appreciate that you have chosen to volunteer with us and are committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

### Volunteer role

We hope that you will usually be able to volunteer with us for the time agreed so that we can each get the most from the volunteering experience. However, we are flexible about when you work (within the constraints of drawing up a rota) so please let us know if you would prefer a different arrangement.

We expect you to perform your role to the best of your ability and to follow our procedures and standards, including health and safety and equal opportunities. You can expect us to deal with you in accordance with our equal opportunities policy.

### Induction and training

We will provide an induction explaining what we do and how volunteers fit within our organisation. We will also provide training to assist you to meet the standards we expect from volunteers and to ensure your health and safety.

### Supervision and support

Your main point of contact during your volunteering with us is listed above. You will have regular meetings with him/her to agree targets for your volunteering role and discuss any problems or complaints you may have.

Please give this *manager* as much notice as possible if you are unable to volunteer when expected.



**Expenses**

We will reimburse certain out-of-pocket expenses incurred in connection with your volunteering for us. Details of these expenses and how to claim them will be provided by your *volunteer manager* and include:

- (i) Reasonable travel expenses incurred in the performance of your volunteer work;
- (ii) *[Insert details of other expenses, if applicable]*

**Insurance**

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

**Confidentiality**

During your engagement as a Volunteer (*Role*), you will have access to confidential information in relation to the Council or its business.

You shall not use or disclose to any person, either during or at any time after your engagement by the Council, any confidential information about the Council or its business or about any other matters which may come to your knowledge as a result of carrying out assignments.

If you have knowledge of or have a relationship with any person involved in the assignment for which you are engaged to take notes, you agree to declare this to Management/Human Resources prior to carrying out the assignment. Your suitability will then be assessed to undertake that assignment.

By signing and returning the copy of this form you agree to abide by its terms and not to use or disclose this information to any person either during your voluntary period of employment or at any time afterwards.

**Leaving**

We ask that you give us as much notice as possible if you want to stop volunteering with us [so that we can rearrange our rota].

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Please acknowledge that you understand the contents of this letter by signing, dating and returning the enclosed copy.

Print Name.....

Volunteer/Work Placement Signature.....Date.....





**Volunteers and Work  
Placement Confidentiality  
Agreement**

**Volunteer Name and Contact Number**

**Volunteer Placement – Role and Section**

**Manager and Contact Number**

During your engagement as a Volunteer (*Role*) you will have access to confidential information in relation to the Council or its business.

You shall not use or disclose to any person, either during or at any time after your engagement by the Council, any confidential information about the Council or its business or about any other matters which may come to your knowledge as a result of carrying out assignments.

If you have knowledge of or have a relationship with any person involved in the assignment for which you are engaged to take notes, you agree to declare this to Management/Human Resources prior to carrying out the assignment. Your suitability will then be assessed to undertake that assignment.

By signing and returning the copy of this form you agree to abide by its terms and not to use or disclose this information to any person either during your voluntary period of employment or at any time afterwards.

Print Name.....

Volunteer/Work Placement  
Signature.....

Date.....





## Volunteers and Work Placement Induction

### **Name**

### **Volunteer role**

### **Location / department team**

### **Volunteer manager**

### **Welcome Completed N/A**

Background to the organisation, aims and structure

Role of volunteers in department / team and Charnwood Borough Council

Encourage volunteer to undertake corporate volunteering induction

e-learning module if appropriate for their role

Community benefit of volunteer role explained

**This is a guidance template. Not all of the sections below will be relevant to every volunteer role or placement and there also may be additions that you need to consider for many roles.**

**Please use at your discretion.**

### **Day to day logistics**

Building / room entry codes/ Name badge / ID badge

Provide contact list of key staff

Personal use of resources e.g. telephones / email/ Communication methods with staff

Explain sickness / non-attendance procedures/Dress code

### **Tour of the site**

Introduction to staff

Introduce personal work space

Tea room / refreshments area/Cloakroom / lockers/ Toilets/smoking rules/ Keys/ Parking

### **Familiarisation with role**

Review and agree role description

Introduce supervision / support methods

Discuss specific training / personal development needs

Explore volunteer plan

### **Good practice**

Introduce and explain travel expenses claim form

Give out any information packs / promotional materials

### **Explain the following procedures where appropriate**

Equality and diversity/Data protection/Confidentiality/Complaints and grievances.





## **Volunteers and Work Placement Health and Safety Checklist (Age 18 and over)**

**Health and Safety Completed**

**Fire and safety procedures explained**

**Accident reporting procedures explained**

**Allocation of personal protective equipment where appropriate**

**Create / update risk assessment for role and run through with the volunteer**

**Complete equipment / tool induction where appropriate**

**Any necessary qualifications checked**

**Driving licence checked**

**DBS check if appropriate**

Management Guidance for work placement under 18 can be found on the CBC intranet at Audit and Risk/Health and Safety/Sites.





**Volunteers and Work  
Placement Plan**

**Name**

**Volunteer role and activities**

**When I plan to volunteer**

**What I hope to gain for myself**

**How my volunteering will make a difference**

**Support I will need**

**Signature of Volunteer .....Date.....**

**Signature of Manager.....Date.....**





**Volunteers and Work  
Placement Reference**

**Manager's Name and Job Role**

**Service/Section**

**Volunteer's Name and Address or Date of Birth**

**Role Undertaken**

**Length and dates of Placement**

**Positive Comments (if appropriate - include skills demonstrated, skills learned during the placement, inter personal skills, motivation, flexibility and reliability)**

**Suggestions for Development (only complete this where if appropriate – e.g. where further knowledge could be acquired, IT skills enhanced, tips to enhance organisational skills etc.**

**Thank you to .....for their valuable contribution**

**Signed.....Date.....**

