

**Volunteer Policy & Agreement**

**Background**

Volunteers at Union make up an integral part of our community and their contribution to the impact of the work of Union is invaluable. Opportunities to volunteer are advertised on the Union website and to local churches; individual enquiries are also welcome. Union is a reformed, evangelical organisation and volunteers should be aware of Union’s [values and doctrine](https://www.ust.ac.uk/about-us/values-doctrine).

**Eligibility Requirements**

Volunteers must be able to provide a reference from church leadership, school or employer. Volunteers must meet the legal requirements of UK residency and right to undertake volunteer roles and submit to a DBS check, where relevant.

**Induction, training and supervision**

Volunteers will be trained and supervised by a designated Union staff member within the department where they fulfil a role. The responsibilities and expectations for each role are outlined in the relevant role descriptors. The supervisor and volunteer will carry out a review after 3 months to discuss whether the arrangements are meeting expectations on both sides.

It will be between the volunteer and their supervisor to decide the day, time, and frequency of their volunteer hours. If volunteers are unable to attend their scheduled shift, volunteers are expected to give their supervisor a minimum of 24hrs notice where possible.

Any concerns which arise during the volunteer period should be raised first with the relevant supervisor, and then with the Volunteer Coordinator if necessary at volunteers@ust.ac.uk.

**Security, policies and confidentiality**

Volunteers at the ministry centre in Bridgend must sign-in and out of the building in compliance with Union’s fire safety procedures. Door codes are not given to volunteers except when considered necessary by Union Management and with the understanding that volunteers will not share the codes.

**Policy awareness and compliance**

Volunteers must read and sign off their understanding of and compliance with the following policies.

[Code of Conduct](https://www.ust.ac.uk/admissions/procedures)

[Data Protection Policy](https://www.ust.ac.uk/admissions/procedures)

[Equal Opportunities Policy](https://www.ust.ac.uk/admissions/procedures)

[Health and Safety Policy](https://www.ust.ac.uk/admissions/procedures)

[Prevent Policy](https://www.ust.ac.uk/admissions/procedures)

[Safeguarding Policy](https://www.ust.ac.uk/admissions/procedures)

All policies available at: <https://www.ust.ac.uk/admissions/procedures>

**Expenses and benefits**

Volunteers are entitled to a meal and a tea or coffee in the coffee shop where applicable.

Volunteers are invited to join in campus worship (during term time) and are welcome to attend Union run events for free.

Volunteers will be reimbursed for expenses incurred on behalf of Union upon submission of receipts and an expenses form. However, Union will not cover the cost of transport to and from UST or other Union facilities.

**Volunteer Agreement**

I acknowledge and agree to the expectations of volunteers and the details listed in the relevant volunteer role descriptor, to keep the terms of the policies listed above, including maintaining the confidentiality of information Union and its staff and students where it is entrusted to me.

Signed:.....................................................................Date..........................................................................

Print name:.............................................................

(Volunteer)

**Checklist for Union Volunteer Induction**

|  |  |
| --- | --- |
| Volunteer’s name |  |
| Department/role |  |
| Name of supervisor |  |
| HR checks complete |  |
| Volunteer has acknowledged the expectations and policies listed above and in their role descriptor? |  |
| Volunteer has been assigned a supervisor and knows how to contact them. |  |
| Volunteer has been given a tour of ministry centre facilities (Bridgend only). |  |
| Volunteer is aware of sign-in, fire safety and first aid procedures. |  |
| Health and safety training completed (if applicable) |  |
| Relevant food hygiene training (if applicable) |  |

Signed:.....................................................................Date..........................................................................

(Volunteer’s supervisor)

Signed:.....................................................................Date..........................................................................

(Volunteer Coordinator)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version**  | **Author**  | **Review Date**  | **Reason for change**  | **Equality Impact Assessment check (and comment)** | **Policy Approval date** |
|  1.0 | Marni Thurm | June 2024 | New policy | checked |  17/11/23Joel Morris |

**APPENDIX 6 OF SAFEGUARDING POLICY:**

**UNION SCHOOL OF THEOLOGY CODE OF CONDUCT FOR UST STAFF OR VOLUNTEERS WORKING WITH CHILDREN AND ADULTS AT RISK OF HARM**

**PURPOSE**

This behaviour code outlines the conduct expected of all staff and volunteers who work with children or adults at risk of harm as part of their UST work or ministry.

The code of conduct aims to help protect children and adults at risk of harm, children from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

**THE ROLE OF WORKERS (STAFF and VOLUNTEERS)**

When working with children and young people or adults at risk of harm, as part of UST’s work or ministry, all staff and volunteers should recognise that they are acting in a position of trust for Union School of Theology and will be seen as a role model and as such should act appropriately.

**GOOD PRACTICE**

All staff and volunteers should:

* Treat everyone with dignity, respect and fairness, and have proper regard for individuals’ interests, rights, safety and welfare
* Work in a responsible, transparent and accountable way
* Be prepared to challenge unacceptable behaviour or to be challenged
* Listen carefully to those you are supporting
* Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
* Seek advice from experienced UST staff (for example, UST Safeguarding Officer/Deputy) when necessary
* Work in an open space or environment – avoid private or unobserved situations
* Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the Safeguarding Officer/Deputy
* Not make inappropriate promises particularly in relation to confidentiality
* Should explain to the individual what you intend to do and don’t delay taking action in a situation where there is a safeguarding concern or concern for the safety and well-being of a child or adult at risk.

**BEHAVIOUR THAT IS UNACCEPTABLE**

* Not reporting concerns or delaying reporting concerns in accordance with UST’s Safeguarding Policy
* Taking unnecessary risks
* Any behaviour that is or may be perceived as threatening or abusive in any way
* Passing on your personal and/or social media contact details and any contact that breaches UST’s Data Protection and Social Media Policy
* Developing inappropriate relationships
* Smoking and consuming alcohol or illegal substances or anything that may adversely affect their judgment or performance of duties while engaging in work or ministry on behalf of UST in relation to children and adults at risk
* Favouritism/exclusion – all people should be equally supported and encouraged

**BREACHING THE CODE OF CONDUCT**

Anyone behaving inappropriately will be subject to disciplinary procedures (particularly in the case of paid staff. Your line manager will consult the Safeguarding Officer/Deputy as appropriate). Depending on the seriousness of the situation, you may be asked to leave the work or activity being undertaken at that time. Any subsequent action will be taken in accordance with UST Safeguarding and Disciplinary Policies. A referral to statutory agencies may have to be made, such as the police and/or the local authority children’s or adult’s social care departments or DBS.

Anyone who is aware of a breach of this code by themselves or by someone else should escalate their concerns to the Safeguarding Officer/Deputy and/ or line manager (in the case of a paid staff member).

**Declaration**

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name: .....................................................................

Signature: ..............................................................

Date: ........................................................................