

# VOLUNTEERING

## LET'S MAKE A DIFFERENCE



### Terms and Conditions

#### WE ASK ORGANISATIONS TO...

- Provide opportunities which are appropriate for students and do not replace the work of paid members of staff.
- Have the following policies in place: Expenses Policy, Volunteer Policy, Health and Safety Policy and Equal Opportunities Policy.
- Carry out adequate Risk Assessments which include Covid-19 control measures and adhere to test and trace for the activities volunteers will be undertaking and have up to date public liability insurance which covers volunteers.
- Ensure that you only list volunteering opportunities where it is safe to do so following UK Government guidelines for covid-19. You can check the latest guidance on the Gov.UK website [here](#), and on the NVCO website [here](#).
- Ensure that our student volunteers only participate in face to face activities only when it is safe to do so, following UK Government guidelines for covid-19. You can check the latest guidance on the Gov.UK website [here](#), and on the NVCO website [here](#).
- Ensure that volunteers are suitable for the role and that all appropriate/relevant checks have been carried out, where necessary.
- Provide all volunteers with an induction, support and supervision, making sure volunteers aware of all policies and procedures which apply to them.
- To provide training that is necessary for volunteers to carry out their role safely and effectively.
- Reply to volunteer applications within 7 days and communicate effectively with volunteers and CUSU volunteering.
- Keep your volunteering opportunities and contact details up to date on the CUSU Volunteering website and notify us of any changes that need making which you are not able to do yourself.
- Inform us when you take on a volunteer and encourage volunteers to log their hours on our website so they can receive reward and support.

#### CUSU VOLUNTEERING AIM TO...

- Provide you with the opportunity to directly advertise volunteering opportunities through our website.
- Maintain regular contact with your organisation, offering on-going support and opportunity for feedback.
- Meet with you to discuss your volunteering opportunities and answer any questions you may have.
- Mediate between the volunteer and your organisation if a problem occurs.
- Generate mutually beneficial partnerships to support the recruitment needs of your organisation.
- Keep in touch with your organisation throughout the year to keep you up to date with news and events.
- Invite you to various volunteering events and advise you about the best way to promote your volunteering opportunities.
- Send regular newsletters to our volunteers – contact us if you want your opportunities or events included.

#### WE ASK CUSU VOLUNTEERS TO...

- Apply to volunteering opportunities via the CUSU website.
- Be honest, reliable and punctual whilst volunteering.
- Abide by the policies, procedures and standards of your organisation.
- Observe all health and safety requirements as directed and act responsibly.
- To discuss vulnerabilities with you, so that your organisation can consider whether enhanced controls in relation to Covid-19 are needed.
- Honour the commitment they have made to your organisation and attend at agreed times.
- Behave in a respectful and professional manner whilst volunteering
- Raise any issues or concerns with their supervisor, or if not appropriate, with a CUSU volunteering staff member.
- Log their volunteering hours on the CUSU website and feedback where appropriate about their experiences of volunteering.